The REPORT

So far in English, you have written lots of essays. Reports are a little different in how they are put together. Read this carefully.

* Reports are a way of "reporting" and commenting on a body of information.
* Unlike essays, they don’t start off trying to prove a particular point. Instead, they are a way of gathering and weighing evidence.
* They use formal language
* They use an objective tone

**Sections**

Unlike an essay, sections in a report should have underlined headings.

Statement of Purpose

*You need to be very clear about what you are trying to find out in a research report. This should state what your focus is going to be.*

- What are you trying to find out in this report?

- What are the factors to consider? (i.e. cost, location, effects, etc.)

Review of Information

*This is the biggest part of the report. This is where you put all of the “facts” that you will find out through research. It will include:*

- basic facts

- expert’s opinions that you find through written/electronic sources

- comparison charts

Original Investigation

*This is the most important part of a good report, and is NOT OPTIONAL. It is where you do your own research. It might include:*

- visiting a location

- a interview you do yourself

- a survey you design and give out

Recommendations

*This is the part of the report where you weigh all the information you have provided. It will include:*

- analysis of the data (what do the facts mean? How do they compare?)

- what would you now suggest someone do?

PEER EDITING

AUTHOR’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EDITOR’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

STEP ONE

Read the report once very slowly. Circle anything you think is a spelling or grammatical error. If you aren’t sure if it’s wrong, circle it with a question mark. It’s better to be safe than sorry. You don’t need to write in the correction.

STEP TWO

Fill in the chart below. It is on both sides. Do it carefully. Ask your teacher if a question is not clear. Your author will be given permission to go to the next step of the essay once this is filled out in full.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **QUESTION** | **YES** | **NO** | **?** |
| Overall | Are there clear headings and sub-headings, underlined?  |  |  |  |
| Is this report long enough? |  |  |  |
| Statement of Purpose | Is there a clear question asked? |  |  |  |
| Is it asked in objective language? |  |  |  |
| Does it outline the criteria being examined? |  |  |  |
| Review of Information | Is there enough information provided? |  |  |  |
| Is it relevant information? |  |  |  |
| Does it follow the criteria in the Statement of Purpose? |  |  |  |
| Are there enough different sources? |  |  |  |
| Is all the information properly sourced? |  |  |  |
| Original Investigation | Is original investigation done? |  |  |  |
| Is it relevant? |  |  |  |
| Is it clearly reported? |  |  |  |
| Recommen-dations | Is the information and investigation analysed and compared? |  |  |  |
| Is a clear recommendation given? |  |  |  |
| Does the recommendation make sense, given the criteria and the data? |  |  |  |

COMMENT: *Overall, what do you like about this report? What might improve it?*