

Report Writing

EASY
ENGLISH
444

Report Writing - stages

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|----------|-------------------|---|---|
| Step-I | Pre-writing stage | → | Know the aim of writing
Collect information
Analyse and evaluate the collected data |
| Step-II | Writing stage | → | Organising information collected
Logical ordering
Include only relevant data |
| Step-III | Re-writing stage | → | Review
Give final form
Check spelling and grammar |

Do not forget

- Reports should be written in a formal style (complex sentences, non-colloquial English, frequent use of passive, linking words/phrases).
- Before you write your report you should think of who the report is being written by and who the report is addressed to.
- Give your report an appropriate subject title, then carefully plan the information you will present. Think of suitable subheadings, then decide on the information you will include under each subheading. Use linking words to join your ideas.