

English language 9th Grade

Topic: Report Writing

Apart from friendly letters or emails, you need to produce either a report, a review or a school magazine article which you need to be completed in a formal register. You should never forget that your readers or audiences will be a group of students or your teachers so you have to present the facts and recommendations in a formal or semi-formal tone depending on the topics.

Formal language structure is the most important part of your writing that you need for making formal writing. An exam type question usually contains function words, for example, write a report giving suggestions or recommendations and opinion.

To be able to write a good report you have to follow these steps:

1. Read the question carefully and ensure that you know what it is asking for. It may be helpful to underline the important points in pencil.
2. Make a plan and spend no more than 5 minutes on it. It should give you a rough idea of the details you want to include in your report, what you want to write in your introduction, body and conclusion. Remember, the purpose of a report is to **reflect on and evaluate** something, so make sure you keep that in mind when drawing up your plan.
3. Come up with a title. It should be brief and relevant and will give you a good start.
4. Write a strong, but concise, **introduction**. This paragraph should include the most important details of the event that you are reporting on – the **'who'**, **'what'**, **'when'**, **'where'**, **'why'** and **'how'** (if applicable).
5. You need to organise your **body** according to what the question is asking for. For example, you could have one paragraph on the former and one on the latter. Be clear.
6. The ending paragraph should briefly **conclude** the report. In the sample question

7. Other tips:

1. You can use the picture prompt as well as the written prompts, but you can score higher marks for your own ideas.
2. Keep the language reasonably **formal and direct**, but there's no need to use jargon or big words.
3. Keep in mind that the exercise is to write a report. Be **direct and straightforward** in your approach. Don't overthink your points and add unnecessary comments and opinions of your own.
4. Keep your points concise. There should be only 150-200 words, after all.

Time Management

For the **extended paper 2**, take **30 minutes** for the whole exercise. Take 5 minutes to plan your report, by coming up with points to be included in the introduction, body and conclusion. Use 20 minutes for writing the report and the final 5 minutes to proofread and edit your report.

Language Tips

The best way to master the formal language is that learning to use phrases associated with language functions, for example, it is high time that a government increased the tax.

Some general tips for formal writing

1. When writing formally it is appropriate to include formal tone and register
2. You should not use the words and phrases that belong to the friendly register.
3. No slang words or phrases.
4. No humor because topics are serious of nature or factual.
5. No personal style (should be impersonal)
6. You should always keep your audience in your mind.

Basic tools for formal writing

Time fixer Phrases

As soon as we reached there...

We arrived at the site...

Once we all arrived

The journey to the site was tranquil and scenic.

Phrases for introduction

The aim of this report is to highlight what we learned...

The report aims to highlight...

This report purports to highlight ...

This report aims to investigate ...

This report aims to recommend...

The purpose of this report to highlight...

This report aims to present what we learned from the trip...

This report back porch to highlight what we learned...

Phrases for generalisation

A significant number of students...

I love the number of parents...

Almost all students...

A vast majority of students...

A large number of teachers...

Please for the positive side

Many students were captivated to see...

Students were amazed to learn...

It was fascinating to see...

We all got insight into the importance...

We managed to study fascinating facts about...

The vast majority of students were stunned as they discovered ...

Phrases for negative sides

It was appalling to see...

However many people felt that it was

Notwithstanding the boons, it was totally saddening to see that...

A large number of students found that the trip was a bit haphazard...

Opinion phrases

I strongly believe that...

I vehemently believe that ...

It is my unwavering credence that...

Phrases for recommendations

I would recommend that...

Perhaps we could also consider asking...

For the reasons I have mentioned I highly recommend visiting...

I am convinced that they...

In the light of what we observed from the visit that...

It is high time that...