

Report writing

Task: Choose from the words below to fill the gaps.

conclusion, punctuation, appropriate, communicate, proofread, investigations, planning, outlines, conventions, important, document, body, information, relevant

Report writing is an ____ (1) skill to have in many different fields. It can be used to provide detailed ____ (2) about a particular topic or event. Reports are often used to ____ (3) the findings of research, ____ (4), and experiments. They can also be used to ____ (5) ideas, plans, and strategies.

When writing a report, it is important to remember that there are certain ____ (6) that should be followed. This includes having a clear structure and format. A good report should begin with an introduction that ____ (7) the purpose of the report and explains its context. This should be followed by the main ____ (8) of the report, which should contain the relevant information. The ____ (9) should summarize the main points of the report.

It is also important to ensure that the language used in the report is ____ (10) for the audience. Reports should be written in a formal style, using correct grammar and ____ (11). In addition, all sources used must be properly cited.

Finally, it is important to ____ (12) the report before submitting it. This will help to ensure that any errors or typos are corrected. It is also important to check that all the ____ (13) information has been included.

Overall, report writing is an important skill to have, and it requires careful ____ (14) and attention to detail. By following the conventions outlined above, it is possible to create effective and informative reports.

Answers

Report writing is an important skill to have in many different fields. It can be used to provide detailed information about a particular topic or event. Reports are often used to document the findings of research, investigations, and experiments. They can also be used to communicate ideas, plans, and strategies.

When writing a report, it is important to remember that there are certain conventions that should be followed. This includes having a clear structure and format. A good report should begin with an introduction that outlines the purpose of the report and explains its context. This should be followed by the main body of the report, which should contain the relevant information. The conclusion should summarize the main points of the report.

It is also important to ensure that the language used in the report is appropriate for the audience. Reports should be written in a formal style, using correct grammar and punctuation. In addition, all sources used must be properly cited.

Finally, it is important to proofread the report before submitting it. This will help to ensure that any errors or typos are corrected. It is also important to check that all the relevant information has been included.

Overall, report writing is an important skill to have, and it requires careful planning and attention to detail. By following the conventions outlined above, it is possible to create effective and informative reports.