

What is a report?

A piece of factual writing from first-hand experience. A factual report should be unbiased.

You could be asked to write a report for many reasons.

- A science experiment
- An accident
- A sporting event

When writing a report it is important to remember the following points:

- ❖ **Purpose** – to report events, facts and details in a formal manner.
- ❖ **Structure** – use subheadings and topic sentences to start paragraphs. For example: Conclusion Our investigation has confirmed ...
- ❖ **Style** – concise information and a formal tone.

Writing task

- Imagine you are a marshal who works for The Chief Examiner.
- You have been asked to compile a report for the man himself and in order to make a good impression, you have to make an excellent job.
- Below is all the information collected on the incident involving Kestrel Hath.

Information on Kestrel Hath incident

- Small child (named later as Kestrel Hath, aged 12) caused affray and breach of the peace
- Incident occurred on 13th November, 2005
- Start of incident recorded at 1.40pm
- Episode took place on the site of The Wind Singer structure
- Witnesses recall details of shouting, varied comments / statements
- Child was wearing worn orange clothing and was shabby in appearance
- Brother, Bowman Hath observed events although did not aid Kestrel Hath in her disruption
- Maslo Inch, Chief Examiner, arrived at 2.50pm
- Father of Kestrel Hath arrived at 5.30pm and child was removed from the structure

Complete the report using the writing frame and the starter sentences to help you.

Aramanth Incident Report

Official's Name

Topic Disturbance of Aramanth Order

Date of Incident

Important information previous to this incident

Include any details that Aramanth officials may have on Hath family.

Details of incident

Make sure you include details of when, what, who, how etc.

At approximately 1.40pm on 15th November of this year, a witness from the Imperial Library became aware of ...

A boy also stood on the ground ...

After several attempts to encourage the child down from the structure, an official alerted the authorities ...

Witnesses heard statements such as '.....' and'
...

Witnesses observed how ...

At approximately 5.30pm The Chief Examiner entered the scene ...

The child's father Mr Hanno Hath arrived at ...

Conclusion

In summary the report finds ...

Recommendations

Write what you, the official, recommend should happen now e.g. further investigation, special teaching etc.