

Layout of a report

A report to the head teacher and school governors on school uniform

Introduction

A short introductory paragraph is needed, which states why you are writing.

Background

You may need to give background information on the topic that you're writing about.

Positives

You will have three or four paragraphs in which you look at various aspects of the issue.

Negatives

The language that you use should be formal, respectful and calm.

Other points of interest

Conclusion

You will need to sum up your points and suggest what should happen next.

Miss K Carson

A clear title states who the report is written for and what it is about. This establishes the audience.

It is important that you put your name at the end, so that anyone reading the report knows who wrote it.