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| **Constructing a Mock Report in Class** |
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| **Setting:** | Seminar |
| **Preparation duration:** | 15-30 minutes |
| **Level:** | Levels 3-5 |
| **Activity duration:** | 30 minutes- 1 hour  |
| **Additional guidance:** | A short Ted talk would be useful as a resource for this activity, if so, it’s advisable to have the link available so students can replay it independently if necessary. |
| **Outcomes:** * Review components found in a report
* Provide collaborative working practice
* Implement report writing practice
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| **Pre-task preparation:** * Select an informative video (between 4-8 minutes) that is discipline specific, alternatively select a short article that is easy to read that has enough information to initiate a report
* Produce an outline of the report structure- it is advisable this correlates with aspects of the assessment criteria for an upcoming assessment
* Flip chart paper and markers
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**Steps to implement the activity:** 1. Recap the components found in a report
2. Explain to students they will be writing a brief report together as a group
3. Divide students so they are assigned to the different sections of the report
4. Play the video or handout the article and ask students to take notes
5. Ask students to work together to write up their sections on the flip chart paper- it is suggested to allow students to have 15-25 minutes for this
6. Once complete take a photo of each section to post onto the Moodle page
7. Each group then presents their section according to the order of the report

**Extension activities:*** If there time available you can repeat the process for an alternative video or article
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