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| **Report Writing 1: Language and Purpose**

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| **Example Number**  | **Example text** | **Essay or report?** |
| **1** | ‘In medieval England, in addition to their primary function as institutions of private and intercessory prayer, monasteries acted as depositories for books and manuscripts, as they were deemed safe places for their storage.’ | **Essay** |
| **2** | ‘Despite the caution that should be employed when using digital resources, the purpose is to consider how online archive collections could be most usefully designed to suit different audiences. Therefore, we will turn first to a focused group of users, those specific to the humanities.’ | **Report** |
| **3** | ‘By 1539, Leland was interested in England’s topography, presumably having been taken with the landscape during the creation of his *Collectanea*. His work on behalf of the Crown appeared in his *Laboryouse Journey*, presented to the king on New Year’s Day 1546, and published posthumously with the assistance of John Bale.’ | **Essay** |
| **4** | ‘Key recommendations for future alterations to the design of this database relate to the discussion in section 3.2 (Design Decisions). These recommendations largely relate to entities that were not fully exploited in the database. There are three key recommendations.’ | **Report** |
| **5** | ‘The first section, a technical evaluation, explores whether TLSMT’s website observes web standards of XHTML/HTML 5 code and will offer suggestions for improvements. The second section, which considers usability, will identify key issues with its content, interface design, navigation and netiquette.’ | **Report** |
| **6** | ‘Test data has been offered (Appendix 1) as part of the logical testing process for the database. Once the competition and venue have been determined, the database allows the user to turn to the data to fulfil the key objectives of the database, reviewing team or individual player performances.’  | **Report** |
| **7** | ‘Later that month, John Wilkes, a journalist and radical, condemned this speech in his infamous ‘Number 45’ article in his newspaper *The North Briton* for celebrating the conclusion of a war that was largely popular in - and profitable for - Britain.’  | **Essay** |
| **8** | ‘Broadly speaking, there is consensus within the literature that there are three key parameters to measuring the success of a project: quality, cost and time, referred to as the ‘Golden Triangle’ of project management or as the ‘dimensions of success’ for information systems.’ | **Essay** |

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