|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Report Writing 2: How to Structure a Report**  |
|

|  |  |
| --- | --- |
| **Setting:** | Seminar |
| **Level:** | Foundation (Level 3) and Level 4 |
| **Activity duration:** | 25 minutes |
| **Guidance:** | This leads on from Report Writing 1: Language and Purpose |
| **Additional resources** | How to Structure a Report worksheet and answer sheet |
| **Outcomes: students should be able to** * Review different sections found within a report
* Discuss what content should be found within the different sections of a report
* Arrange the different sections of a report in a logical structure
 |
| **Pre-task preparation:** * Read through the corresponding worksheet and answer sheet
* If necessary- adapt the sections included in the worksheet to match your assessment criteria
 |

**Steps to implement the activity:** 1. Ask students what sections are found within a report and construct a mindmap with the students’ contributions
2. Elicit from the students what should appear in each section
3. Present activity 1 on the How to Structure a Report worksheet- allow students to work in pairs or small groups to complete this
4. Review the answers as an open group- this is an opportunity to inform students with specific guidance related to the assessment
5. Ask students to suggest in what order they think the different sections should be arranged
6. Instruct students to work independently or in pairs to complete activity 2 on the How to Structure a Report worksheet
7. Review the answers as an open group

**Extension activity:**Ask students to use the structure to write a brief plan for their upcoming report. |

 |