Text type	REPORT
Definition	an account usually presented in detail
Purpose	- inform - describe a situation - often addressed to a superior - make suggestions or recommendations

Some aspects of content and structure	- very clearly organised:
	  • mention topic
	  • mention how you have gathered information
	  • state what the situation is like
	  • use figures, charts, quotes etc., if possible
	  • make suggestions
	
	- headings/subheadings possible
	
	- objective manner of presenting information
	
	- a final paragraph may contain a personal opinion (but avoid expressing it explicitly), a proposal etc.

Some aspects of language and style	**diction:** - factual, neutral vocabulary - use appropriate linking words **register:** - formal to neutral - clear, concise, straight-forward sentences **tone:** - matter-of-fact
Useful vocabulary	- The purpose of this report is to examine … - … is based on a survey conducted among … - … will also consider … - according to … - I would strongly recommend/suggest/propose that … - In the light of the results of the survey, …
Example	At your school you are considering changes in the way the school day is organised. As a member of your school's student council write a report for your head teacher about the present situation. Include suggestions for changes.
Ideas for exercises	provide your students with facts, charts, results of a survey etc. and ask them to write a report for…