**Written Comprehension and Expression 6 Teacher: KHELEF Embarka**

**Writing Reports**

**Introduction**

Reports are a formal type of writing which are usually written on request or in response to instruction. They are either addressed to a superior person; a boss, a colleague…etc; or to a committee members.

**Types of Reports**

Even if all reports are expository informative texts, they are written for different purposes depending on the context and its requirements. Reports fall into the following major categories:

1. Informative Reports: they present information about the progress of a situation, medical, economic; academic …etc. the reports written after a meeting of results deliberations are examples of informative repots.
2. Assessment Reports: as their name suggests these repots evaluate the positive and negative aspects of a person, a situation or a thing. The reporter in this context is also required to give her/ his (in alphabetical order) opinion and is invited to make recommendations.
3. Survey Reports**:** Examples of these reports are research papers which present and analyse information gathered from door-to-door surveys/questionnaires, scientific experiments, or any other tool of research. These repots include conclusions drawn from this gathered information and suggestions or recommendation for improving situations or further research.
4. Proposal reports:Inthis kind of writing**,** the writer presents plans, outlines and decisions to a supervisor, a director or any other superior. Writers usually write to seek approval or to be granted what is requested in the report.
5. Articles and News Reports: these are writing intended for publication in magazines and newspapers and periodicals… etc. These may be written for the publicor for a specific group of people or specialists**.** This type of writing also includes leaflets, brochures and newsletters.

**Language and Form**

 Whatever the purpose is, a report is written in a formal language. In order to be effective, it also should conform to the format in which professional reports are shaped. A report should have:

1. **A heading:** this should show, in order, give the receiver's full name, the writer's full name, the purpose for writing precisely and concisely expressed in a phrase form, and the date.
2. **An introduction**: it states the purpose for writing the report clearly.
3. **A body**: this consist of a number of paragraphs, each having a title/ headline stating the specific sub-theme the paragraph is dealing with.
4. **A conclusion**: it summarizes the content of the report and depending on the context, it may include the opinion and recommendations or suggestions of the writer.

**Conclusion**

 Reports are formally written for various purposes. Like professional business letters, reports are formal and have a specific format and sub-themes are developed each in a separate body paragraph. Similar to emails, these paragraphs have titles. All of the letters, emails and reports have introductory paragraphs where the aim is clearly stated and a conclusion whose content varies according to the purpose of writing

NOTE:

1. Go to Reference 1 for more details and tasks to practice, and to reference 2 to check and evaluate your work. (Compulsory)
2. I am looking forward to receiving feedback in case you find any kind of mistake or ambiguity in the posted lessons.

**Thank you in advance**