**Report Writing**

There’s many important things in writing report that you need to take a look.

One of it is the report structure. To write an effective report, you must choose and maintain a certain structure. This is the correct way to structure your report:

-Title (judul)

-Introduction (pembukaan)

-Body (isi)

-Conclusion (kesimpulan)

There is also Language feature that your report must contain it is Present Tense and Third person.

Before you begin a report, there are some talking points, tips and report writing skills such as fact gathering, persuasive writing technique, theoretical knowledge, etc. which you must observe or put into practice even before getting the report prompt.