**Differences between the report and the essay**

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|  | **REPORT** | **ESSAY** |
| **Topic** | • often a problem or case study that presents information, not an argument | • usually an arguable statement |
| **Purpose** | * •  to investigate, present & analyse information thoroughly and logically * •  often to recommend action to solve a problem. | • is to present a well-argued response to the statement |
| **Reader** | • often a client or manager, or a teacher | • is usually the lecturer/ teacher |
| **Format** | * •  Always in sections and subsections with headings, with their order often shown by numbers and/or letters. * •  *May* include bullet points | * •  usually no headings or sub- headings * •  no bullet points. |
| **Style** | • must be objective. | • should not be subjective |
| **Language** | The language used in reports can be simple, and direct.  It may be appropriate, depending on your task or topic, to record your personal feelings. Personal pronouns such as *I* and *we* can be used in some cases. e.g. recommendations. | Your writing should be formal and objective. This means it is NOT appropriate to use everyday language and slang |
| **Assess- ment** | success depends on:   * •  demonstration of good research skills * •  the objective presentation and analysis of relevant information | success depends on:   * •  the interest of the argument * •  the argument and how the essay relates one point to the next |

**Formal versus informal language (essays and reports)**

*Compare the tone of these two extracts then compare your answers to the questions below.*

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| **Extract A** | **Extract B** |
| The majority of the single men in both higher and lower income groups surveyed, expressed the intention of sharing housework with a female partner, in the future. However, the intentions expressed revealed a certain amount of evasiveness. Some implied they hoped to find a partner who would be happy doing all the housework. Others hoped that over time the monitoring of the share of the housework might weaken. This suggests that the unequal distribution of housework is likely to continue. Therefore, the demand for domestic services is expected to continue the strong growth trends seen thus far. | Most single men in both higher and lower income groups in my survey said they would like to share housework equally with a female partner. I believe the way they expressed their intentions showed some real hesitation in this regard. Some of the men said they hoped to find a wife or girlfriend who’d be happy to do all the housework herself. Others said they hoped that over time they’d get away with doing less. This tells me that unfortunately, the unfair division of housework is probably going to continue and that therefore, there will be more and more demand for domestic services. |
| i. ii. iii.  **Did you notice any of these features in the two extracts?**  Personal pronouns (*my, I, we, our*) Extract(s): \_\_\_\_\_\_\_ Judgemental words, e.g*., I agree, I disagree, I believe, I am convinced, I dislike, I am in favour of* \_\_\_\_\_\_  Emotive words, e.g. *terrible, disgusting, appalling, fantastic, wonderful* \_\_\_\_\_\_\_\_\_\_ | |
| The tone of **A** is impersonal and objective. This is a **good example** of the tone you should try to achieve in your essays and reports. | The tone of **B** is personal and subjective. This is the tone you **should try to avoid** in your essays and reports. |

Sources: http://wit.tafensw.libguides.com/content.php?pid=207083&sid=1955463 & www.otenstudyskills.tafensw.edu.au/documents/essay\_reportwriting.pdf

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| **Sentence** | **Tone** | **Features** |
| I think men could take on a more equal share of the housework we do. | * •  Personal * •  Informal * •  Subjective | * •  Personal opinion in the subject position of the sentence *(I think)* * •  Personal pronouns *I / we* * •  A judgemental verb (‘think’) is used * •  The **active voice** is used |
| Men could take on a more equal share of the housework. | * •  Less personal than the first sentence * •  More formal than the first sentence * •  More objective than the first sentence | * •  Personal pronouns have been removed * •  ‘*the housework we do’* has changed to ‘*the housework’* * •  The judgemental verb *(‘think’*) has been removed * •  The **active voice** is used |
| A more equal share of the housework could be taken on. | * •  Impersonal * •  Formal * •  Subjective | * •  Personal pronouns and judgemental verbs have been removed * •  The **passive voice** has been used. This means the action is   emphasized rather than the ‘doer’. In fact, the ‘doer’ of the action is removed by the use of the passive verb ‘could be taken on’. (Taking the ‘doer’ out of the sentence is only appropriate when this information isn’t necessary.) |