

The background is a gradient of dark blue to purple, speckled with small white dots. On the left side, there are several concentric circles and a large arc with a scale. The scale has numbers ranging from 150 to 260, with major ticks every 10 units and minor ticks every 2 units. There are also several smaller circles with arrows indicating a clockwise direction. The word 'REPORTING' is written in a large, white, sans-serif font on the right side of the image.

# REPORTING

# BUY - CHECK - CRASH - FALL – ORDER- PUT - REPAIR SELL -SEND – SPEAK- -TAKE -WRITE

- check the brakes
- repair the tyres
- order those new parts
- buy those tools
- change the tyres
- phone the customer
- speak to our supplier
- write that report
- send that email
- put in the new fuses فيوز
- take out the old lamps

# VOCABULARY

beam	شعاع ليزر- عارضه خشبيه
bricks	طوب
bucket	دلو
builder	بناء
crane	رافعه
digger	حفارة- حفار- عامل حفر
hard hat	خوذته واقية
scaffolding	سقاله
sledgehammer	مطرقة كبيرة- مرزبة
climb down	ينزل- يهبط
fall over	يقع
move back	يتراجع- يرجع الي الوراء
pick up	يلتقط - يحضر
raise	يرفع
take off	ينزع- يخلع

# VOCABULARY



bend



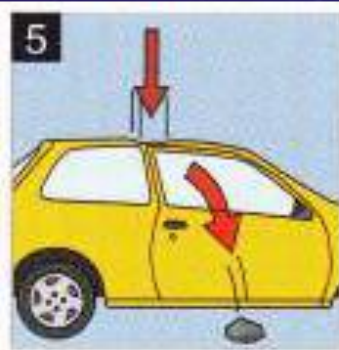
cut



scratch

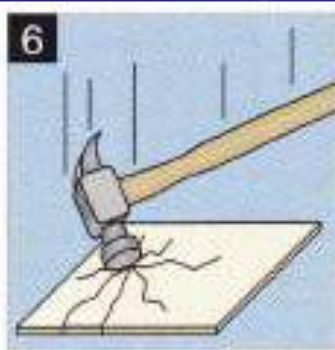


tear



dent

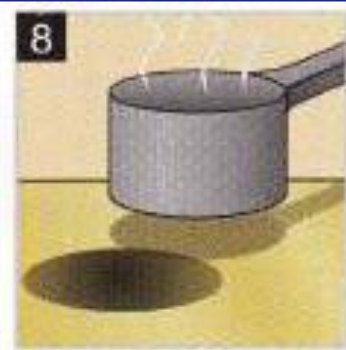
انبعاث-صدمة خفيفة



crack



break



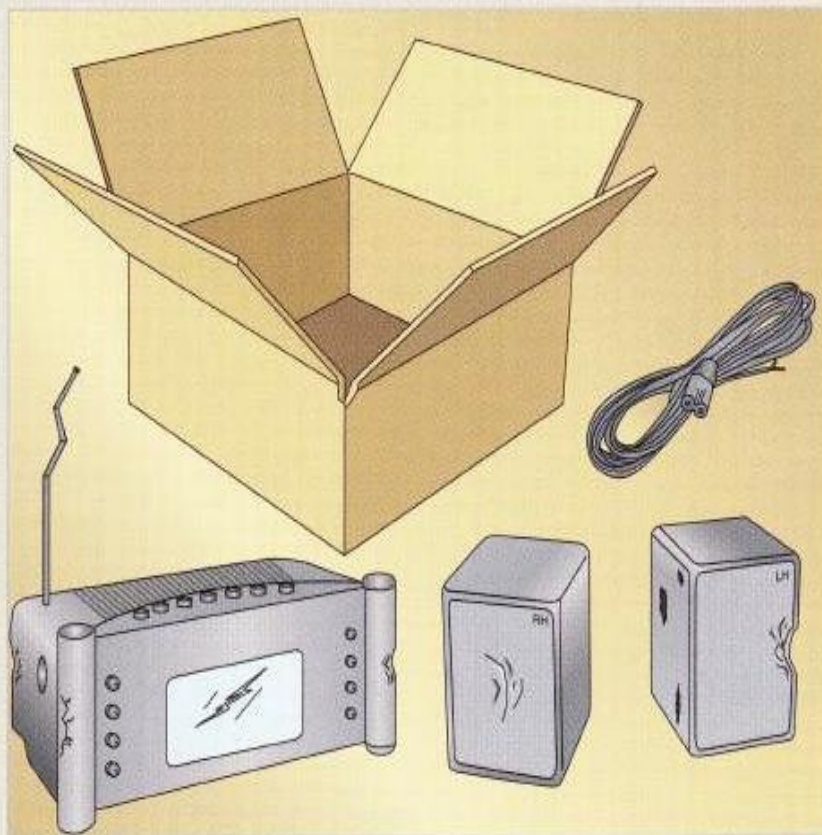
burn



# Quick Start guide

Check all these items are in the box and in good condition.

If any items are damaged or missing contact Customer Services immediately.



item	in box	condition
radio	✓	<i>damaged</i>
• radio antenna		OK
• body of radio		<i>cracked</i>
• display screen		OK
power cable with plug	<i>no plug</i>	<i>cable OK</i>
4 AA batteries	✓	OK
1 user manual	<i>no manual</i>	–
1 pair headphones	✓	OK
1 LH external speaker	✓	OK
1 RH external speaker	✓	OK
2 cables for speakers	✓	OK

### Ways to report damage

The screen is scratched.  
There's a scratch on the screen.  
The speakers are dented.  
There are some dents on the speakers.

### Ways to report something missing

The manual is missing.  
There's no manual in the box.  
The cable has no plug. / The cable doesn't have a plug.  
There's no plug on the cable.



# PRACTICING



# WRITING STEPS

- Let's go over our steps for how to write a report properly so you can effectively communicate your findings.





# 1- DETERMINE YOUR OBJECTIVE

- First and foremost, why are you writing this report? What is the point or goal? Is this an academic report or is it business-related?
- Also consider who your audience is. Your report might be internal for company use only, or it might be external to present to investors, customers and more.
- Is this a periodic report that you're going to have to revisit every month, quarter or year? Is it for people above you in the company or is it for your department?

Understanding your objective is important to know what your content will contain and where you'll need to go to pull your information.

## 2 PUT TOGETHER AN OUTLINE

- Never start writing anything without putting together an outline first. This will help you to structure your report, understand what resources you need in order to find all of your results and materials and more.
- This outline doesn't need to be too in depth, but it does give you a starting point for your full report.
- Start with the purpose or objective of your report, then list out your main points and a few bullets underneath that you want to make sure you cover in the contents of your report.

### 3 HOW TO WRITE A REPORT COVER PAGE

- When determining how to write a report cover page, there are up to five things you will want to include, the most important of which is naturally your report's title.
- Others include who the report is for, who the report was prepared by (you!), the date or your department within your company.
- Having this information right on the report cover page is the best way to let your reader know at a glance exactly what is inside of the report and who it's for.

# 4 HOW TO WRITE A REPORT INTRODUCTION

- The first section you start writing in your report is always a summary or introduction. This should stretch across just one or two pages to give your reader a brief hint into what your results or findings are.
- Talk about the methodology used to gather the material you cover within your report, whether it was research, an experiment, gathering analytics, calculating expenses and more.
- You also want to include visuals to help tell your story. This could be anything from photography to icons or graphics. You might even include shapes to help with your design.



## 5 HOW TO WRITE A REPORT BODY

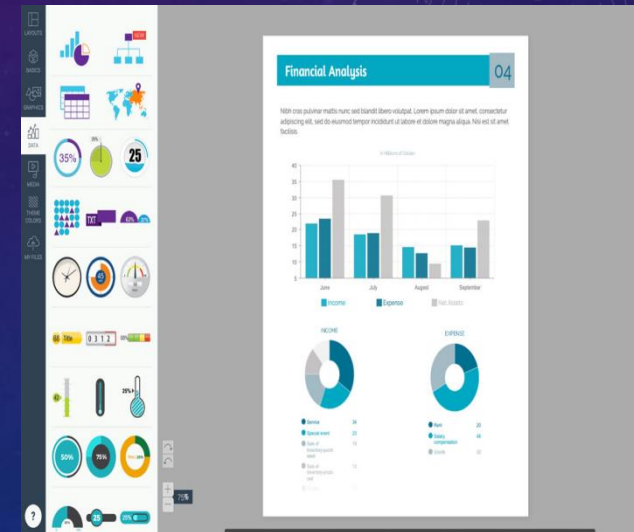
- you should know exactly what the main part of your report is going to contain, making it easier for you to dive into the body.
- While reports can vary greatly in length, with shorter reports containing 7-15 pages and longer reports ranging anywhere from 30-50 pages or more, the length tends to depend on your topic. Shorter reports focus on one single topic with longer reports covering multiple.

## 6 DIVE INTO YOUR RESULTS AND FINDINGS.

- This is where you'll really get into all of the research you gathered and talk about your topic.
- Reports tend to be more formal in nature, so keep that in mind as you write. Avoid the informal tone and properly cite all of your sources and results.
- Make sure you cover every aspect of your report's topics, including the most relevant statistics, up-to-date research and more.

# USE DATA VISUALIZATIONS AND GRAPHIC ORGANIZERS.

- Don't fill your report with just text. Including images, icons, graphics, and charts is a great way to further visualize your content and make your point.
- If you're creating a financial report or sales report, data visualizations are key to showcasing your numbers and statistics in an easily digestible way.



# HOW TO WRITE A REPORT CONCLUSION

- First, start by summarizing your points.
- Refer to your findings and discuss what they mean.
- If your results weren't as positive as you were hoping, write about what the plan is to make sure they improve for the next time around. Lay out your goals and strategies for using these findings.
- And make sure you're not introducing any new information. You should still be totally referring to data and content that is already found in your report.



# INCLUDE YOUR SOURCES

- At the end of the report you can include all your information sources, giving thanks to particular people that helped you put together your report contents.
- And depending on the purpose of your report, you might also want to include a glossary at the end to help define industry terms for external readers who might not fully understand.

# YOUR TURN (ASSIGNMENT)

## Ready to get started on your next report?

- For P&O: prepare a report on the condition of lower limb installation status submitted to your supervisor doctor.
- For RE: prepare a report on the condition of windmill station you are working in to your supervisor
- For Autotronics: prepare a report on the installation of the new car assembly machine to your supervisor
- For ICT: prepare a report on the availability of PC internal components in your company through describing a challenge or a problem and how you propose to solve it and submit it to your supervisor
- For Mechatronics: prepare a report on suggestion about manufacturing **tools that make our lives easier on a day-to-day basis**

END

