**METHODOLOGY: WRITING A REPORT.**

A report bears the same rules as paragraph or essay writing

* Choose the central idea, or thesis, of your essay.

For example: Information technology has revolutionized the way we work.

* Outline your essay into introductory, body and summary paragraphs.

**INTRODUCTION**

The introduction states the background of the issues. Here the central idea is summarized in one sentence: ***Information technology has changed the way we work.***

* 1. The introductory paragraph begins with an interesting sentence.

For example: *Home workers have grown from 150,000 in the past to over 12 million today.*

* 2. After this first sentence, add your thesis statement from above.

For example: *Information technology has revolutionized the way we work.*

* 3. Use one sentence to introduce each body paragraph to follow

*The* *internet has made this possible by extending the office into the home.*

three ideas/ paragraphs expressed here : Internet made this possible,

people work at home,

office is no longer the only workplace

* 4. Finish the introductory paragraph with a short summary or goal statement.

For example: *Technological innovation has thus made the traditional workplace obsolete.*

**BODY PARAGRAPHS**

- In each of the body paragraphs (usually two or three) the ideas first presented in the introductory paragraph are developed.

- Develop your body paragraphs by giving detailed information and examples.

For example: *When the Internet was first introduced it was used primarily by scientists, now it is common in every classroom.*

* Body paragraphs should develop the central idea and finish with a summary of that idea. There should be at least two examples or facts in each body paragraph to support the central idea.

**CONCLUSION/SUMMARY**

* A summary paragraph summarizes your report: quickly restate the principal ideas of your body paragraphs.

For example: *The internet in the home, benefits of modern computer systems...*

* The penultimate sentence should restate your basic thesis of the essay.

For example: *We have now passed from the industrial revolution to the information revolution.*

* Your final statement can be a future prediction based on what you have shown in the essay.

For example: *The next step: the complete disappearance of the workplace.* (the conclusion goes back to the issue stated in the introduction and gives some sort of answer or further track to follow.)

**Compare what you have written with the introduction of the document**