Writing

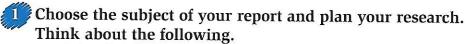
Reports

You are going to write a report on **one** of these topics.

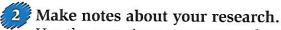
- Your favourite type of music
- Your favourite musician

You will need to carry out some research into your topic.

Getting Started



- a. What kind of information do you want to find? Write some questions, for example: Where did this type of music originate? Which instruments are used to play it?
- **b.** Which resources could you use to find the information you need, for example, *a library, the Internet, a music teacher?*



Use the questions you prepared to help you structure your notes. Write each question at the top of a sheet of paper and note down the information you find out about it.

Planning your report

🎁 Plan your report.

- 1. Decide which sections your report will include, for example:
 - a. origins of calypso b. themes of lyrics c. famous musicians
- 2. List the sections in the order in which they will appear in your report.
- 3. Note the main points to be included in each section.

Writing your report

Write your first draft.

Begin your report with an introductory paragraph.
Write a heading for each section, for example, *The Origins of Calypso*.

• Write a paragraph for each section of your report, using the information you found from your research. Do **not** copy out chunks of the material from your notes. You have to write the report *in your own words*.

• Write a concluding paragraph.

Revise your first draft, following the writing process described on page 213.

• Look at the layout of your report. Is it clearly set out? Could you make better use of colour and spacing?

• Provide a bibliography at the end.



Prepare questions to help with your research. Ask: Why? When? Which? Who? Where? How?

Remember to *record* the resources you consult. You should list them at the end of your report.

When **writing notes** you do *not* need to write in full sentences. Use abbreviations wherever possible.

A **bibliography** is a list of the publications consulted to find the information used in a particular piece of work.



Report writing: Type your report. Use headings, spacing and different fonts to help you present the information clearly.