

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

- 1 Choose the subject of your report and plan your research.**
Think about the following.

- 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?*

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.

- 2 Make notes about your research.**

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.

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

Planning your report

- 1 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

- 1 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.

- 2 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.

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.

*** Teacher's Note:** Further exercises can be found in Enrichment 6, page 178.