



# Cambridge IGCSE® English as a Second Language 0510

## Writing a report

The purpose of a report is often to give information and suggestions to the reader. Reports are a mixture of fact and opinion and the language you use will depend on the audience the report is for. A report may include headings.

### Content

Content covers:

- the **relevance** (i.e. whether the piece fulfils the task and the awareness of purpose/audience/register)
- **development of ideas** (i.e. the detail/explanation provided).

### Language

Language covers:

- **range** (i.e. complexity of vocabulary and sentence structure)
- **accuracy** (i.e. grammar, spelling, punctuation and text organisation).

## Tips for writing a report

### Language

Think about the audience that the report is for. The tone of the report should be formal.

Use linking words which suit a formal type of writing, such as 'Firstly', 'Furthermore' or 'In conclusion.'

Use reported speech rather than direct speech.

Use correct spelling, punctuation and grammar.

### Organisation

A report should be well-organised and clear. Each paragraph should cover a different aspect of the report.

A report often follows a three or four-part structure:

- **Introduction** – why are you writing the report
- **Summary**
- **Findings**
- **Conclusion**– this should include recommendations, solutions or suggestions.

# English Second Language Guide 2015

**Ian Pickup**



## **English Second Language Guide 2015:**

## Reviewing **English Second Language Guide 2015**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**English Second Language Guide 2015**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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