



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

**Maria Garraffa, Maria Teresa
Guasti, Theodoros Marinis, Gary
Morgan**

English Second Language Guide 2015:

This book delves into English Second Language Guide 2015. English Second Language Guide 2015 is a vital topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into English Second Language Guide 2015, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to English Second Language Guide 2015
- Chapter 2: Essential Elements of English Second Language Guide 2015
- Chapter 3: English Second Language Guide 2015 in Everyday Life
- Chapter 4: English Second Language Guide 2015 in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of English Second Language Guide 2015. The first chapter will explore what English Second Language Guide 2015 is, why English Second Language Guide 2015 is vital, and how to effectively learn about English Second Language Guide 2015.

3. In chapter 2, the author will delve into the foundational concepts of English Second Language Guide 2015. The second chapter will elucidate the essential principles that must be understood to grasp English Second Language Guide 2015 in its entirety.

4. In chapter 3, the author will examine the practical applications of English Second Language Guide 2015 in daily life. The third chapter will showcase real-world examples of how English Second Language Guide 2015 can be effectively utilized in everyday scenarios.

5. In chapter 4, this book will scrutinize the relevance of English Second Language Guide 2015 in specific contexts. The fourth chapter will explore how English Second Language Guide 2015 is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, this book will draw a conclusion about English Second Language Guide 2015. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of English Second Language Guide 2015.

<https://blog.gospelcrusade.org/book/scholarship/HomePages/everymans%20england.pdf>

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