

Sections of a report - teaching notes

Activity Title	Sections of a report
About the Activity	<p>This activity is designed to demonstrate how the sections of a report serve different purposes and have different writing styles in order to communicate their information effectively.</p> <p>It helps students see the reason behind having sections in a report; they are not just a set of formal guidelines to be followed.</p> <p>It also helps students focus on appropriate writing styles, which is something they may not have explicitly thought about before, especially if they are working in a science subject.</p> <p>The activity takes extracts from different sections of reports and asks students to identify which section they come from. More importantly, students have to justify this decision using evidence from the texts.</p>
Activity Type	A small group activity
Time	<p>15 minutes to read the extracts and discuss their features in groups</p> <p>10 minutes to feed back and discuss as a whole class</p>
Suggested use	<p>This can be used as an activity in a workshop on effective report writing.</p> <p>It could also be used as a short diagnostic exercise or take-home activity from a seminar.</p>
Supporting materials	<p>Sections of a report handout.</p> <p>Subject lecturers can adapt the examples on the handout to use report extracts from their own disciplines.</p>