

Academic Writing / Ysgrifennu Academaidd

Report Writing / Ysgrifennu Adroddiad

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Why Write a Report? / Pam Ysgrifennu Adroddiad?

- Present specific research-based information.
- Gives information concisely and accurately.
- Impersonal and objective.
- Outlines and discusses clear findings.
- Uses a minimum of words.
- Standard, rigid structure.
- Cyflwyno gwybodaeth seiliedig ar ymchwil
- Rhannu gwybodaeth yn gywir ac yn gryno
- Amhersonol a gwrthrychol
- Trafod canlyniadau
- Defnyddiwyd nifer fechan o eiriau
- Strwythur cadarn.

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Structure of a report...  
Strwythur adroddiad...

Where an essay is continuous prose, a report is structured very differently. Reports contain the following:

- Sub-headings
- Bullet points
- Graphs
- Charts
- Tables
- Diagrams
- Illustrations

Mae traethawd ag adroddiad wedi strwythuro'n wahanol. Mewn adroddiad ceir :

- Is-penawdau
- Pwyntiau bwled
- Graffiau
- Siartiau
- Byrddau
- Deigramau
- Darluniau

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### Applying the Writing Process to Reports

- Step 1 Analyze the problem and purpose.
- Step 2 Anticipate the audience and issues.
- Step 3 Prepare a work plan.
- Step 4 Implement your research strategy.
- Step 5 Organize, analyze, interpret, illustrate the data.
- Step 6 Compose the first draft.
- Step 7 Revise, proofread, and evaluate.

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### Structure of a Report / Strwythur Adroddiad

#### Title Page

Contents Page  
Executive Summary (or Abstract)

1. Introduction
2. Methodology
3. Main Findings/results
4. Discussions
5. Conclusions
6. Recommendations
7. Reference List
8. Appendices

If ever writing a report like this, your module lecturer will explain each section.

#### Tudalen blaen - teitl

Tudalen cynnwys

Crynodeb

1. Cyflwyniad
2. Methodoleg
3. Prif Ganlyniadau
4. Trafodaeth
5. Casgliadau
6. Argymhellion
7. Rhestr Cyfeirnod
8. Atodiadau

Pan yn ysgrifennu adroddiad, bydd eich ddarlithydd yn egluro pob adran.

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### Informal Reports Adroddiadau Anffurfiol

You may very well be asked to write a more informal report that contains less sections...

- Introduction
- Main body – where your lecturer will give you subheadings
- Conclusion
- Recommendations
- References

Efallai byddwch yn cael eich gofyn i ysgrifennu adroddiad yn llai ffurfiol sy'n cynnwys llai o adrannau ...

- Cyflwyniad
- Prif ran – ble bydd eich darlithydd yn rhoi is-deitlau i chi
- Casgliad
- Argymhellion
- Cyfeirnod

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## Introduction / Cyflwyniad

- Play & Affordances and the impact both have on physical literacy
- Fundamental movement skills
- Mountain motor development.
- Fine and gross motor development
- Advantages of teaching children outdoors
- Well being
- Physical competence and confidence
- Chwarae a Chyfluoedd ar ddylanwad mae rhain yn cael ar lythrennedd corfforol
- Sgiliau symud sylfaenol
- Datblygiad motor
- Sgiliau motor cain a bräs
- Manteision o ddysgu plant yn yr awyr agored
- Lles
- Gallu corfforol yn ddylanwadu ar hyder corfforol

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## Methodology

- Observational notes
- School A & B
- Indoors & Outdoors
- Adult Led & Child Led
- One pupil for 1 min
- Group of pupils

## Methodoleg

- Nodiadau arsylwi
- Ysgol A & B
- Tu fewn a thu allan
- O dan arweiniad oedolyn ag arweiniad gan ddysgybl
- Un disybl am funud
- Grwp o ddysgyblion.

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## & Findings & Discussions a Chasgliadau a Thrafodaethau

- Well sourced?
- Planned?
- Tasks?
- Skills?
- Development via 'play'?
- Engaged – how?
- Confident?
- Development whole body?
- Social interaction?
- Adnoddau?
- Cynlluniwyd?
- Tasgiau?
- Sgiliau?
- Datblygiad 'via' chwarae
- Ymglymiad – sut?
- Hyderus?
- Dabtygu'r corff i gyd?
- Rhyngweithio cymdeithasol?

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## Recommendations Argymhellion

- Evaluate the Foundation Phase with it's collection of pedagogy (Brief)
- How important is 'play' when considering child development? (brief)
- Is there enough evidence (via literature & personal observations) to support that interaction with the (indoor & outdoor) environment contributes to the development of physical literacy?
- Gwerthuso dulliau pedagogeg a geir o fewn y Cyfnod Sylfaen (Ychydig)
- Pa mor bwysig ydy 'chwarae' wrth ystyried datblygiad plentyn? (Ychydig)
- Oes tystiolaeth (a geir o ymchwil ag arsylwadau personol) i gefnogi bod rhyngweithio â'r amgylchedd (tu fewn a thu allan) yn cyfrannu at ddatblygiad llythrennedd corfforol plant?

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## Reference List – see module descriptor Rhestr Cyfeirnod – gweler llawlyfr modiwl

- Cottrell, S. (2003), *The Study Skills Handbook*. 2<sup>nd</sup> Edition, Basingstoke, Palgrave: Macmillan
- Hopkins, D. and Reid, T. (2018) *The Academic Skills Handbook*. London: Sage
- Palaiologou, I. (2008) *Childhood Observation*. Exeter: Learning Matters
- Payne, E. & Whittaker, L. (2006), *Developing Essential Study Skills*, 2<sup>nd</sup> Edition, Harlow: Pearson Education Limited
- Waite, S. (2011) *Children Learning Outside the Classroom from Birth to Eleven*. London: Sage

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## Appendices Atodiadau

- Photos of school grounds (no pupils)
- Observational notes of individual pupils – (Pupil A, B, C etc)
- Lesson plan – notes
- General group observational notes
- Lluniau o gyfleoedd campws yr ysgolion (dim disgyblion)
- Nodiadau am ddisgyblion yn unigol (Disgybl A, B, C ayyb)
- Cynllun gwers – nodiadau
- Nodiadau'n gyffredinol am grwpiau o ddisgyblion

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