

Report Writing Worksheet

Activity 1

With a partner, decide which of the below Introduction is the opening sentence, background details, statement of aims, and outline. You can highlight, change the colour of the font, use italics/bolds, whatever you like!

Background details? Opening Sentence. Statement of Aims? Outline?

Motivation plays a role in many aspects of life, from maintaining hobbies to success in the workplace. Motivation is particularly crucial in determining a university student's academic success and overall well-being. University life comes with challenges such as academic pressure, time management, and personal responsibilities, making motivation essential for staying engaged and performing well. Both intrinsic motivation, driven by personal interest and growth (Smith, 2018), and extrinsic motivation, influenced by grades and career goals (Smith, 2018), contribute to student success. This report explores the significance of motivation in university, its impact on academic achievement and mental health, and strategies for sustaining it. It will define motivation, examine its effects on performance, and suggest practical ways for students and educators to foster a motivating learning environment.

Activity 2

With a partner, decide which introduction is better for a report on the topic “The importance of time management in the workplace”. Why is the weak introduction weaker?

Introduction A: This report will discuss why time management is important in the workplace. Time management is very significant in the workplace for many reasons. The definition of time management is “the ability to use one's time effectively or productively, especially at work” (Smith, 2022, p.5). I think time management is important because it means that deadlines are met and I can balance my work and personal life. I will discuss why employees need time management, and also talk about how workplaces can improve the time management of their employees with two techniques, the Pomodoro technique and the Eisenhower Matrix. The pomodoro technique is when someone focuses on one task for 25 minutes and then takes a break, and then focuses again for 25 minutes and then takes a break, for four times. The Eisenhower Matrix is when people decide which tasks are important to do, drop, delegate or delay.

Introduction B: Time management is an important skill in many areas of life, particularly in the workplace. Being able to manage time well can improve productivity, reduce stress, and help employees meet deadlines while balancing work and personal commitments. For the purpose of this report, time management is defined as “the ability to use one's time effectively or productively, especially at work” (Breton, 2020). This report will explain why time management is important in the workplace. It will first examine the impact of time management on individual employee performance, before moving on to an explanation of how time management can affect the overall performance of a company. It will then explain two practical methods to improve time management, the Pomodoro Technique, and the Eisenhower Matrix, and demonstrate how these methods can help improve time management for employees.

Activity 3

Work with a partner to highlight the parts of the below conclusion.

Recap of objective **summary of main points** **final, more general thought**

In conclusion, effective time management is essential for both individual employees and the overall success of a company. As this report has shown, time management not only helps employees improve their personal productivity and well-being but also contributes to the efficiency and performance of the organization as a whole. The Pomodoro Technique and the Eisenhower Matrix are two practical methods that can support better time management practices, offering employees clear strategies to prioritize tasks and focus on what matters most. Ultimately, adopting effective time management practices can lead to improved outcomes in the workplace, but it is up to individuals and organizations to make this a priority in order to thrive in an increasingly fast-paced world.

Activity 4

Work with a partner to identify the weaker and stronger conclusion for a report on the importance of communication skills in the workplace. Discuss why each is weaker/stronger.

Conclusion A: In conclusion, communication is key to success in the workplace. It helps employees work together, understand expectations, and solve problems more effectively. Strong communication also improves relationships, boosts productivity, and creates a positive work environment. As shown in this report, when communication is clear and open, it leads to better teamwork and overall performance and organizations that focus on improving communication are more likely to succeed and adapt to change. Ultimately, communication is not just a skill, but a vital part of a healthy, efficient workplace.

Conclusion B: Communication is very important in the workplace for a variety of reasons, which are above. It helps people share ideas and talk about things. Smith (2011, p.18) argues that “effective communication is essential because it can improve teamwork and productivity in many organizations”. This is an interesting argument, because teamwork is very important in the workplace. As discussed in this report, good communication has many benefits. It is clear that without it, things can go wrong and people might not get along. In conclusion, the report examined communication and how it affects work, and mentioned a few examples of how it is important.