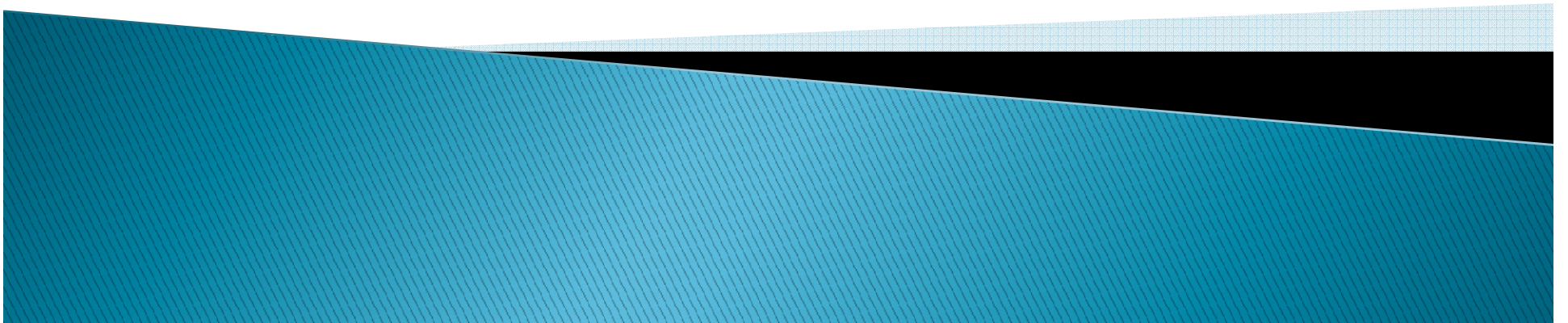


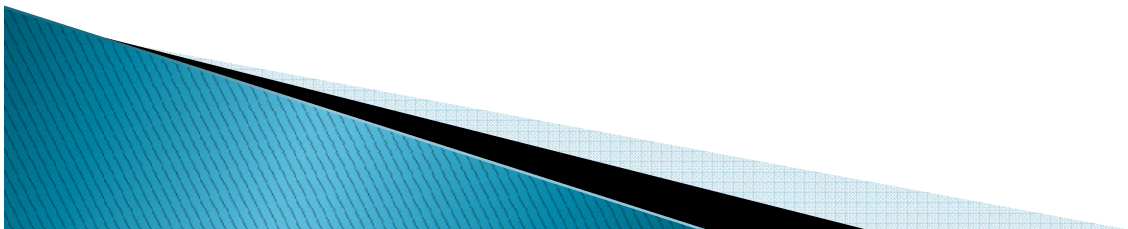
Formal Writing



Formal Writing

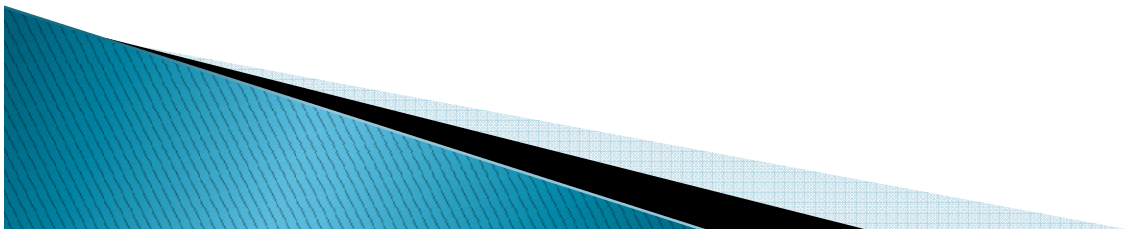
In groups think about 'What is an Essay'

Think about purpose, content and structure!



Why write an essay

- ▶ To explore a topic in great detail.
- ▶ To develop and organise your own ideas through writing.
- ▶ To develop your writing skills.
- ▶ To assess your progress in a specific subject.



Structure of an Essay

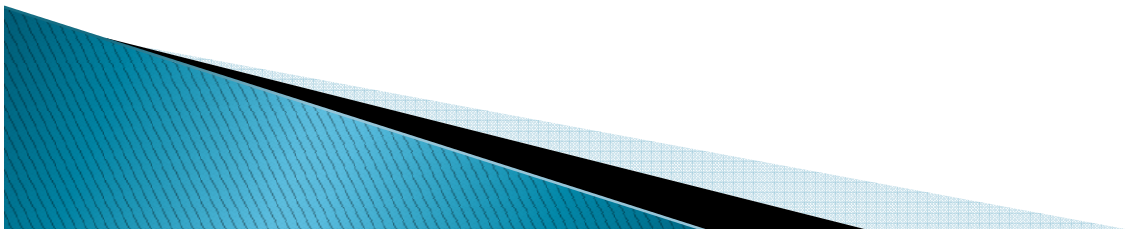
Title or Question

Introduction

Main Body

Conclusion

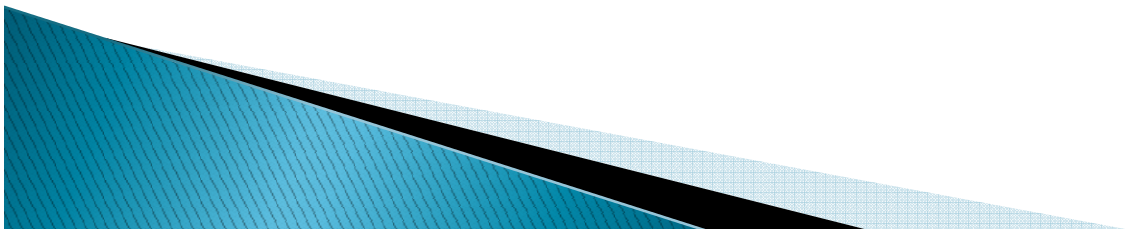
References



Formal Writing

In groups think about 'What is a Report'

Think about purpose, content and structure!



How to write a report

Think about:

- ▶ The Subject Matter
- ▶ The Purpose
- ▶ The Reader

Decide on:

- ▶ Collecting Information



Structure of a Report

Title Page

Contents Page

Executive Summary

1.Introduction

2.Findings/Analysis

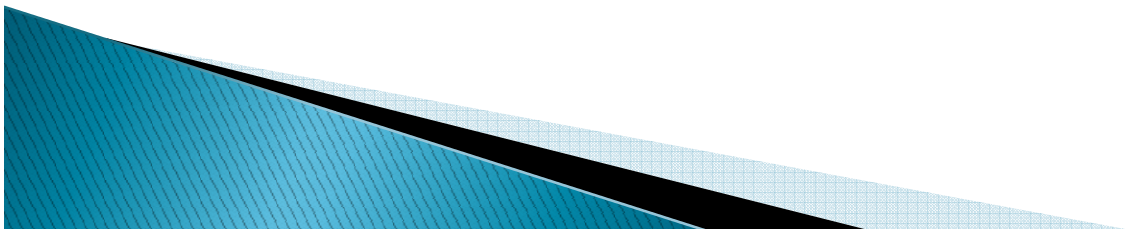
3.Conclusions

4.Recommendations

Additional Sections

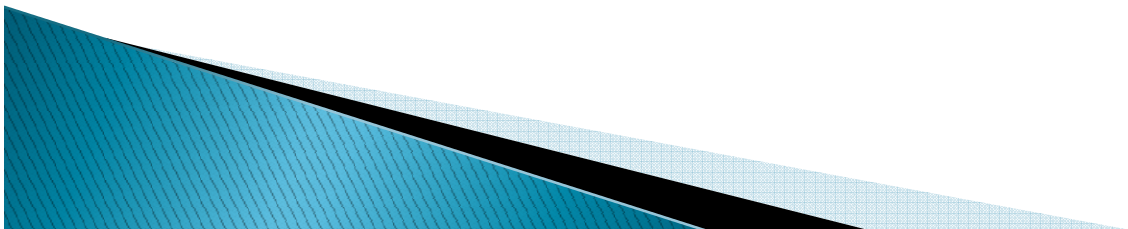
5. References

6. Appendices



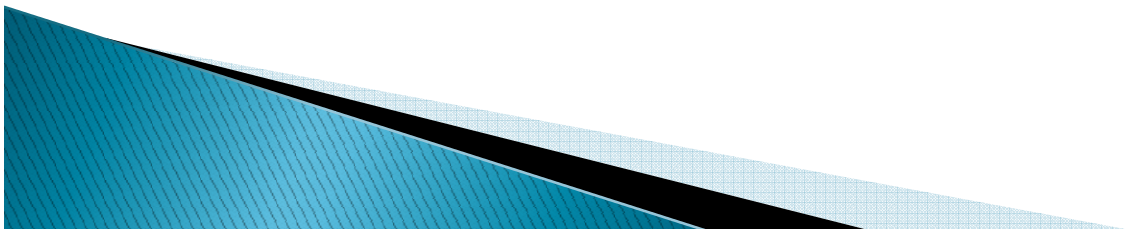
When structuring your report...

- ▶ Remember to :
 - Clarify what is expected
 - Decide on a logical and clear way to structure the report.
 - Follow a sequence of headings and sub-headings
 - Use headings that are clear and helpful
 - Write in an academic manner.



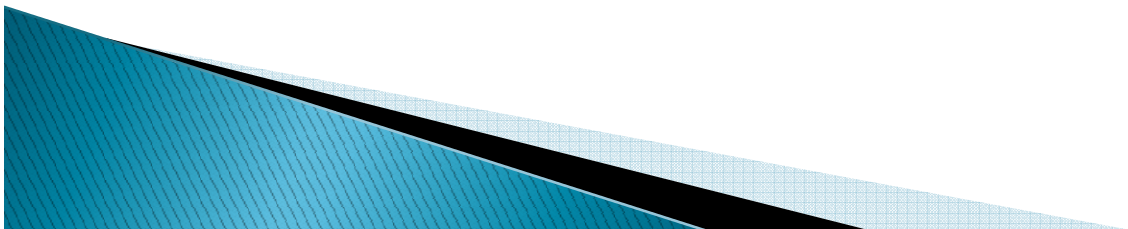
Activity

- ▶ Make a list of the differences and similarities between reports and essays.
- ▶ Think about
 - Purpose
 - Content
 - Structure



Similarities

- ▶ Both have:
 - A main topic/subject
 - Draw conclusions
 - Referencing
 - A set structure
 - Correct academic writing



Differences

▶ **Essays**

- Study a topic in depth
- Present an argument
- Arranged in paragraphs
- Usually asked to compare or discuss

▶ **Reports**

- Study more wide ranging issues
- Present findings
- Arranged in sections
- Make recommendations
- Usually asked to analyse or evaluate

