



REPORT

PRESENT. ANALYSE. RECOMMEND.

EXAMPLE REPORT

TITLE:

The Benefits of Renewable Energy



AIM

To look at the advantages of renewable energy.



FINDINGS

- Reduces pollution
- Renewable sources
- Creates green jobs



EVIDENCE

Data from studies and reports.



CONCLUSION

Renewable energy is better for people and the planet.



RECOMMENDATIONS

- Invest in clean energy
- Support new technology
- Educate and raise awareness

**GOOD REPORTS
MAKE AN IMPACT!**



PURPOSE



**TO PRESENT
INFORMATION
CLEARLY AND
USEFULLY.**

KEY FEATURES



**CLEAR
HEADINGS**



**FACTS &
EVIDENCE**



**DATA &
STATISTICS**



**OBJECTIVE
TONE**



**WELL
STRUCTURED**



**SOLUTIONS /
RECOMMENDATIONS**

TENSES USED



PRESENT SIMPLE



PAST SIMPLE



PRESENT PERFECT



FUTURE (WILL)



MODAL VERBS
(should, must, can)

DO



- ✓ Use facts
- ✓ Be clear
- ✓ Organise ideas
- ✓ Write formally
- ✓ Stay on topic

DON'T



- ✗ Use slang
- ✗ Give opinions
- ✗ Go off topic
- ✗ Make it too long
- ✗ Forget to proofread