

REPORT

PRESENT. ANALYSE. RECOMMEND.

EXAMPLE REPORT

TITLE:

The Impact of Plastic on Oceans



AIM

To investigate how plastic pollution affects ocean life.



FINDINGS

- 8 million tonnes of plastic enter oceans each year.
- Over 700 marine species are harmed by plastic.
- Microplastics are in our food chain.



EVIDENCE

Data from 15 studies.
Surveys of coastal areas.



CONCLUSION

Plastic pollution is a major threat to oceans and wildlife.



RECOMMENDATIONS

- Reduce single-use plastic.
- Improve recycling systems.
- Educate and raise awareness.

GOOD REPORTS
LEAD TO ACTION!



PURPOSE



TO PRESENT
INFORMATION
OBJECTIVELY
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 formal language
- ✓ Organise clearly
- ✓ Use facts and data
- ✓ Analyse information
- ✓ End with clear recommendations

DON'T



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