

REPORT

PRESENT. ANALYSE. RECOMMEND.

EXAMPLE REPORT

TITLE:

The Impact of Screen Time on Teenagers



AIM

To investigate how screen time affects the well-being and performance of teenagers.



FINDINGS

- 82% of students spend more than 3 hours on screens daily.
- Poor sleep is strongly linked to high screen time.
- Students with less screen time have better concentration.



EVIDENCE

Survey of 120 students aged 13–16 from three local schools.
Data collected over 4 weeks.



CONCLUSION

High screen time negatively impacts sleep, concentration and overall well-being.



RECOMMENDATIONS

- Limit recreational screen time to less than 2 hours per day.
- Encourage regular breaks.
- Promote more sleep and physical activity.

GOOD REPORTS
INFORM DECISIONS!



PURPOSE



TO PRESENT
INFORMATION
OBJECTIVELY.

KEY FEATURES



CLEAR
HEADINGS



FACTS &
EVIDENCE



DATA &
STATISTICS



OBJECTIVE
TONE



ANALYSIS &
EXPLANATION



RECOMMENDATIONS
/ SOLUTIONS

TENSES USED



PRESENT SIMPLE

for general facts
and findings



PRESENT PASSIVE

to focus on the action,
not the doer



PAST SIMPLE

to describe what
was done



PRESENT PERFECT

to show results
up to now

DO



- ✓ Use formal language
- ✓ Organise clearly with headings
- ✓ Present accurate facts and data
- ✓ Explain and analyse your findings
- ✓ End with clear recommendations

DON'T



- ✗ Use personal opinions
- ✗ Use slang or informal language
- ✗ Make unsupported statements
- ✗ Forget to analyse the information
- ✗ Leave out recommendations