



PLAN A REPORT-WRITING LESSON

Three choices for the start, middle and end.



THE IDEA

Use one question to organise findings.



IN THE CLASSROOM

Choose a starter and main activity. Keep inquiry clear.



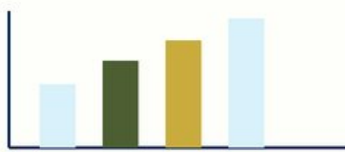
START OF THE LESSON

Activate thinking and establish a focus.

1

Read the data

Display a small data set. Pairs notice a pattern and ask a question.



Example data: lunch spaces

2

Fact or inference?

Sort statements into what the source shows and what we infer.

FACT

INFERENCE

12 pupils chose...

Most prefer...

What does the source actually show?

3

Focus question

Turn a broad topic into one clear inquiry for the report.

school lunch

food waste?

one inquiry question



MIDDLE OF THE LESSON

Model the writing and build independence.

1

Model the lead

Introduce purpose, scope and method in a concise opening.

REPORT LEAD

purpose • scope • method

2

Group findings

Sort evidence under headings and record each source.

FINDING

SOURCE

HEADING

NOTES

REPORT

3

Explain a result

Link a finding to the inquiry; separate data from its meaning.

FINDING

MEANING

"This suggests..."

Link evidence to the question.



END OF THE LESSON

Check learning and plan the next step.

1

Heading check

Match headings to purpose, findings or end.

- 1 Purpose
- 2 Findings
- 3 Conclusion

**2**

Source check

Trace a claim to its source or data point.

CLAIM

SOURCE
table 1**3**

Evidence-led close

Answer the inquiry with one evidence-led line.

THE FINDINGS SHOW...

Answer the inquiry directly.



EAL UPGRADE

Pre-teach key topic words. Offer a labelled visual and source phrases before students draft independently.



TRY IT TOMORROW

Use one report move. Practise it from question to finding to conclusion, checking the evidence at each step.



TEACHER LANGUAGE

What did you investigate? What does the evidence show? How do you know?