

Structure of a Report.

A report is a formal writing concerning a particular place, situation and so on and it is merely informative. Normally it is aimed at a superior person and is written in response to a request.

There are several types of reports:

- **Assessment** reports, used to evaluate a plan, person, place, etc.
- **Informative** reports, which show information about a project, a meeting and so on.
- **Survey** reports, which analyse information about data, surveys...
- **Proposal** reports, which present future plans that need to be approved.

A report generally consists of:

- A **short introductory paragraph** maybe two or three lines, a brief summary of what the report will show. To begin reports, the purpose of this report is, as requested, this report contains, this report outlines the advantages and disadvantages of...
- A **main body** in which the points are developed under different subtitles using as connectors, however, in addition, particularly, therefore and many more.
- A **conclusion** which summarises the information given and may include suggestions, an opinion, recommendations and so on. Some connectors that you may use are, to sum up, to conclude, in my opinion, from my point of view, it would seem that...