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easy to read and understand, even to someone with little knowledge of the subject area. You should therefore aim for crisp, precise text, using plain English, and shorter words rather than longer, with short sentences.

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of the class is not new to students as teachers would assign them to read certain topics in advance and ask them to talk about it the next day. Compared with writing a speech, writing a report doesn't take much effort.

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will give you a fair idea of how can you write the introduction of a report. Write the body. The common practice that is followed is one paragraph for one idea. You tell one idea, support it with literature and evidence and then you move on to the next one in the next paragraph. The first line of every ...

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Writing reports – University of Leicester

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your name and ID number and any other officers that were present. You should also include a thorough description of the incident, like what brought you to the scene and what happened when you arrived.

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While you have to write an essay in the first section you can decide if you want to write a report or choose one of the other options which could be an article, a review, a letter/email or a story (Stories are an option only if you take the FCE for Schools exam, but there you don't write reports).

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report. Start writing your report to actually experience it on a more hands-on way.

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