

WHAT IS A **REPORT**?



A **report** is an informative piece of writing that analyses a subject or a problem.

A **report** is a formal text and its main purpose is to provide the information needed to describe factual information.

A good **report** has the following characteristics: uses a *formal language*, has a *correct format and structure*, makes the *points clear* and *keeps to the facts*.

What Should A Report Contain

Ying Liu



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