**WS 5: Written Report Framework**

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| Text structure | Rhetorical functions | Language items |
| **Introduction** | * To attract readers’ attention
* To state an issue that you are concerned about
* To describe why it is worth studying
* To describe the outline of a report
 | **Begin with a statement/a rhetorical question.** *E.g. Our Earth is warming up./Have you noticed that our winters are getting warmer?***Sentence starters:** * This report is about …
* It is worth studying because ...
* This report explores the causes and effects of …
 |
| **The body** | **The problem*** To describe the background of a problem
* To show how serious the problem is
 | **To talk about facts:** in fact/as a matter of fact/actually/in practice**To emphasise what you say:** obviously/clearly/needless to say/in particular |
|  | **The causes of the problem*** To give reasons/explain what is happening
 | **To list points:** firstly/secondly/thirdly**To add more points:** what is more/furthermore/apart from this/ in addition to this/moreover/ besides**To express causes:** because/since/as/\*because of /\*due to (\*We use a noun/noun phrase after it.)**To express effects:** therefore/as a result/consequently/for this reason |
|  | **Possible solutions*** To present your suggestions (one paragraph for one idea)
* To urge readers to take actions
 | **To give suggestions:** to begin with/to start with/one way to/another solution would be…/ another way to ... would be/it would be a good idea to …/we could/should …/one alternative is …  |
|  | **Challenges**To describe what difficulty has arisen and how it can be solved |  |
| **Conclusion:**  | (No new arguments or evidence)* To summarise arguments and main points
* To reflect on what you have learned/discovered in the process
* To reflect on the positive changes in habits and mindset after doing the research
* To suggest improvements you want to make/see in the future and tell what your next step is
* To reflect on the limitations of the research
* To suggest areas for doing further research
 | **To conclude:** all in all/to sum up/all things considered |
| **Mini Project** |
| Your mini project (product/service/ idea) | * Describe the product/service/idea
* Tell how it works
* What changes it can bring
 | To describe an object:There is/are \_\_\_\_ in the middle/ on the left/right/at the bottom/top of … |

Draft for the written report:

**My Written Report**

**Class: 6 ( ) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )**

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| **Text structure** | **Content** |
| **Introduction** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **The body** | **The problem****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
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|  | **Possible solutions*** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
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|  | **Challenges*** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
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| **Conclusions** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **References** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Appendix** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |