

How to Write a Report (Class 13 – Abitur Level)

What is a Report?

A **report** is a formal text that presents **information, findings, and recommendations** about a specific topic. Its purpose is to **inform the reader objectively** and often suggest possible actions or solutions.

A report is different from an essay because it:

- focuses on **facts and findings**
- uses a **formal and objective style**
- is usually organised with **headings**
- may include **recommendations**

Examples:

- Survey report
- School project report
- Research report
- Evaluation report

Structure of a Report

1. Title

The title should clearly show the topic.

Examples:

- ✓ *Report on Students' Use of Digital Learning Tools*
- ✓ *Report on Improving Mental Health Support at School*

2. Introduction

Purpose: Explain why the report was written.

Include:

- the aim/purpose of the report
- background information
- the method used (if relevant)

Useful phrases:

- The purpose of this report is to examine...
- This report aims to investigate...
- The information presented is based on...

Example:

The purpose of this report is to examine students' opinions on the introduction of digital devices in classrooms. The findings are based on a survey conducted among students aged 16–18.

3. Findings / Main Body

Present the information clearly.

Organise your findings into sections with headings.

Possible headings:

Advantages

Explain positive aspects.

Example:

The majority of students stated that digital devices made research easier and allowed them to access information more quickly.

Problems / Challenges

Discuss negative aspects.

Example:

However, some students reported that digital devices could lead to distractions during lessons.

Opinions / Feedback

Include:

- survey results
- observations
- different viewpoints

Useful phrases:

- According to the survey,...
- Most participants stated that...
- A significant number of students felt that...
- Several respondents pointed out that...

4. Recommendations / Conclusion

Summarise the findings and suggest solutions.

Recommendations should be:

- realistic
- based on your findings
- clearly explained

Useful phrases:

- Based on the findings, it is recommended that...
- It would be advisable to...
- In order to improve the situation,...

Example:

Based on the findings, it is recommended that the school introduce clear guidelines for the use of digital devices. This would help students benefit from technology while reducing distractions.

Language Style of a Report

A report should be:

- ✓ Formal
- ✓ Objective
- ✓ Clear and organised

Use:

- passive structures
- formal vocabulary
- factual language

Examples:

Instead of:

✗ *Students think phones are annoying.*

Write:

✓ *Many students reported that mobile phones can be distracting during lessons.*

Useful Report Expressions

Introducing the report:

- The aim of this report is to...
- This report focuses on...
- The following report examines...

Presenting findings:

- The results indicate that...
- The majority of participants...
- A considerable number of respondents...
- The survey revealed that...

Presenting problems:

- One major concern is...
- A significant issue identified was...
- Several difficulties were reported...

Making recommendations:

- It is recommended that...
- The school/organisation should consider...
- One possible solution would be...

Report Checklist

- ✓ Clear title
- ✓ Formal introduction explaining the purpose
- ✓ Headings used to organise information
- ✓ Facts and findings clearly presented
- ✓ Objective language used
- ✓ No unnecessary personal opinions
- ✓ Recommendations based on findings
- ✓ Formal conclusion