English: Report Writing

English

Statement Code no: 9

Student:

Class:

At Junior Certificate level the student can:

Write a report – a factual account of an event or situation

Date Commenced: OO/OO/OO   **Date Awarded:** OO/OO/OO

Learning Targets - This has been demonstrated by your ability to:

1	Give the report a title and date	☐ ☐ ☐
2	Open with a single sentence describing the problem or event	☐ ☐ ☐
3	Say what happened	☐ ☐ ☐
4	Describe where, when and how it happened	☐ ☐ ☐
5	Explain who was present	☐ ☐ ☐
6	Give a solution if needed	☐ ☐ ☐
7	Explain only using the facts of an event or situation	☐ ☐ ☐
8	Use paragraphs for each part of a report	☐ ☐ ☐
9	Check fullstops and capital letters are used correctly	☐ ☐ ☐
10	Give, at the end of a report, an opinion or any recommendations	☐ ☐ ☐
11	Sign the report	☐ ☐ ☐

Work begun ● ☐ ☐ | **Work in progress** ● ● ☐ | **Work completed** ● ● ●