

Stages of Report Writing

There are four stages to follow when writing your reports. This will help you to save time and to write good reports.

1. Preparation

This is the collection and organising of the information and facts necessary for the report. Remember what the objective of the report is and what information is required. If you are writing a report at the end of a shift/outing/activity it might be helpful to take notes during the activity or before you start writing the final report so you don't forget important details. This will also help you to carry out the next step.

2. Organising

It is necessary to put the facts and information into logical sequence before writing up the report. This is where your notes will come in useful.

3. Writing

Writing must be legible and sentences short. Take care with grammar and punctuation to ensure easy reading. Statements must be written objectively.

Objective statements - these are statements based on fact. They can be observed and are not affected by the writer's personal opinion or emotions. For example:

- He had one piece of toast and a cup of coffee for breakfast
- She smiled when her parents entered the room

Subjective statements - these are statements based on the writer's individual's opinions, emotions and judgements. They are biased and unreliable. Subjective statements should not be used in your reports. For example:

- He had enough to eat at breakfast
- Her attitude was bad all shift

Value judgements - these are statements based on the writer's value system. How we interpret events is determined by our past experiences and our values, attitudes and prejudices. Reports should state facts rather than make value judgements. For example:

- He had a good breakfast.
- He is a good person.

4. Revise

When the report is finished make sure you read through it. Check that it is concise, correct, easy to read and includes only essential information.

