



WRITING TO INFORM/REPORT

Facts

Formal Style

Formal language

When writing to inform/report you must ensure that:

- ❖ it is clear, interesting and relevant
- ❖ it is trustworthy
- ❖ is well-supported
- ❖ it provides relevant answers to the 5W + H questions (who, what, where, when, why and how)

Information should provide:

Facts about a topic that its reader wants to know **and** facts that are unbiased and balanced.

When few or no facts are available, then information needs to provide:

A balanced range of trustworthy opinions (these may need support to show they are trustworthy)

Information needs to be relevant to its reader's needs:

- ❖ A reader of information in an article expects it to be clear, interesting and honest.
- ❖ A reader of information in an informal letter expects it to be personal, lively and interesting.
- ❖ A reader of information in a formal letter expects it to be clear, polite and interesting.

- ❖ A reader of information in a leaflet will expect it to be easy to follow, useful and interesting
- ❖ A listener to information in a speech expects it to be entertaining, lively and useful.
- ❖ A reader of biographical information will expect it to be truthful, confiding and lively.

Information needs to be structured to help its reader follow and absorb it easily.

- ❖ Write in clear and varied sentences that never end with a comma. Always use a full stop or semicolon.
- ❖ Write in paragraphs - avoid overly short paragraphs except for effect.
- ❖ Give small chunks of information at a time so as not to overwhelm your reader.
- ❖ Use anecdotes whenever they will help make the information balanced, clear and interesting.
- ❖ Use a lively style if possible - decide how formal or informal you should be by thinking about the audience.

S1 Report Writing activity

- *Shared area writing/S1 Report on Dalziel High School*
 - *English Dept book "New Horizons in Writing 5-14", Pages 19-26*
- Writing a Science Report - shared area/resources/writing/science report*

