

# HOW YOU CAN HELP WITH WRITING REPORTS

Reports should always be factual and should not include personal conclusions, opinions or reflections. Factual reports should not contain phrases such as "I think....", "My opinion is....." etc.

- \* Help children to find information for their reports e.g. in a library, from the internet
- \* Encourage children to write in their own words - they should not copy directly from books
- \* Encourage children to plan what sections to use for their report before they start to write. Discuss the best order with them.
- \* Encourage children to proof read their writing carefully
- \* Use plenty of praise and encouragement
- \* Make writing fun. Write some reports together!

## Broomlands Primary School

### Helping with Writing



**Report Writing**  
**First Level**  
**(2)**

Title

## Elephants

There are two kinds of elephant in the wild. They are Indian elephants which live in South East Asia and African elephants which live in Africa.

Sub-headings

Topic specific vocabulary

### Indian Elephants

Indian elephants have rough grey skin, a long trunk and small ears. Male elephants have tusks. They are 3 metres tall and weigh 5 1/2 tonnes. They eat grass, leaves, fruit and bark. They drink by sucking water up their trunks and shooting it down their throats. They are used for pulling and carrying wood. They are also used in special processions. Indian elephants have a sensitive 'finger' on the end of their trunk and it can use this to pick up tiny objects.

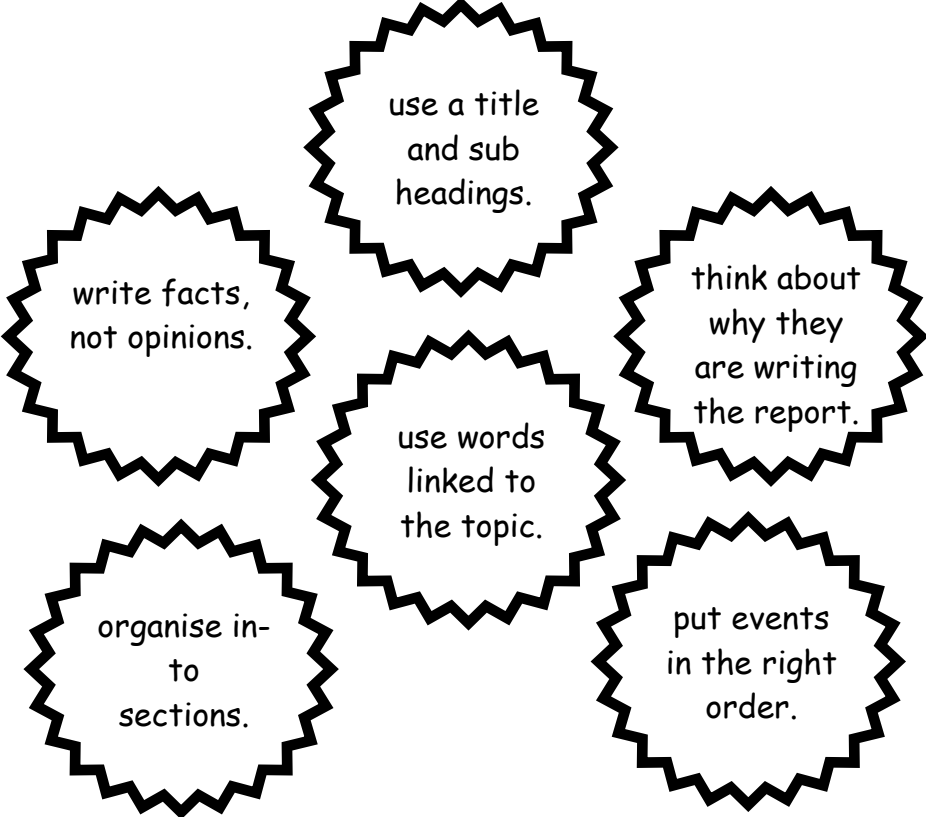
Organised in sections

### African Elephants

African elephants have rough grey skin, a long trunk and large ears. They are 4 metres tall and weigh 7 1/2 tonnes. They eat grass, leaves, fruit and bark and drink by sucking water up their trunks and shooting it down its throat. The African elephant is not used for work. They also have two very sensitive 'fingers' on the end of their trunk. It uses this to pick up tiny objects.

# Report Writing

When writing reports children learn to:



- Tools for writing***
- \* Use capital letters, full stops and commas correctly.
  - \* Spell familiar words correctly using phonics.
  - \* Use joining words e.g. but, then, so, that, because.
  - \* Use joined up writing.
  - \* Use a dictionary for tricky words.