



REPORT WRITING OUTLINE

Reporting on what they've heard or seen is something children are very familiar with. From "telling" on their siblings to sharing all the goings-on in the family with teachers, they can certainly share information.

What they need to learn is how to separate their opinions and stick to the facts in chronological order.

REPORT WRITING LEARNING SCHEDULE

April 16 to 22, 2023 - Definition and Purpose of Report Writing

April 23 to 29, 2023 - Five Types of Reports (& Natural Disasters)

April 30 to May 6, 2023 - The 5-Paragraph Report Structure

May 7 to 13, 2023 - Focusing on the Facts

May 14 to 20, 2023 - Avoiding Sneaky Opinions

May 21 to 27, 2023 - Keeping Language Formal

May 28 to June 3, 2023 - Building Formal Language Vocabulary

June 4 to 10, 2023 - Reporting What Others Say

June 11 to 17, 2023 - Practice Using Reported Speech

June 18 to 24, 2023 - Understanding Active and Passive Voice

June 25 to July 1, 2023 - Choosing Active OR Passive Voice



REPORT WRITING OUTLINE

Using formal language and giving a formal tone does not come easily for many students because they're not accustomed to speaking or even writing objectively.

They're also not always familiar with sharing their ideas in a structured way, so guidance is necessary.

REPORT WRITING LEARNING SCHEDULE

July 2 to 8, 2023 - The SEA Report Writing Checklist

July 9 to 15, 2023 - Connecting Ideas with Words and Phrases

July 16 to 22, 2023 - Using Transitions Effectively

July 23 to 29, 2023 - Planning Reports

July 30 to August 5, 2023 - BREAK [build vocabulary & ideas]

August 6 to 12, 2023 - BREAK [build vocabulary & ideas]

August 13 to 19, 2023 - BREAK [build vocabulary & ideas]

August 20 to 26, 2023 - BREAK [build vocabulary & ideas]

August 27 to September 2, 2023 - Regroup and Review

September 3 to 9, 2023 - Timed Practice Planning Reports

September 10 to 16, 2023 - Getting Introductions Right



REPORT WRITING OUTLINE

Reviewing reports and making the changes necessary to get better marks is a great way for students to develop their skills.

It will also help them when they are reviewing their own writing. They'll know what to look for.

REPORT WRITING LEARNING SCHEDULE

September 17 to 23, 2023 - Writing What Comes Before

September 24 to 30, 2023 - Describing the Situation

October 1 to 7, 2023 - Writing What Comes After

October 8 to 14, 2023 - Writing Outcomes and Consequences

October 15 to 21, 2023 - Analysing Report Prompts

October 22 to 28, 2023 - Strategies for Editing

October 29 to November 4, 2023 - Closer Look at Incident Reports

November 5 to 11, 2023 - Closer Look at Accident Reports

November 12 to 18, 2023 - Closer Look at Competition Reports

November 19 to 25, 2023 - Closer Look at Activity Reports

November 26 to December 2, 2023 - Closer Look at Event Reports



REPORT WRITING OUTLINE

Vocabulary is just as important in report writing as it is in narrative writing. With reports, however, what students should focus on is the difference between formal and informal language.

Start collecting formal words and phrases early on in the journey of mastering report writing.

REPORT WRITING LEARNING SCHEDULE

December 3 to 9, 2023 - Closer Look at Natural Disaster Reports

December 10 to 16, 2023 - BREAK [build vocabulary & ideas]

December 17 to 23, 2023 - BREAK [build vocabulary & ideas]

December 24 to 30, 2023 - BREAK [build vocabulary & ideas]

December 31 to January 6, 2024 - BREAK [build vocabulary & ideas]

January 7 to 13, 2024 - Writing & Reviewing Incident Reports

January 14 to 20, 2024 - Writing & Reviewing Accident Reports

January 21 to 27, 2024 - Writing & Reviewing Competition Reports

January 28 to February 3, 2023 - Writing & Reviewing Event Reports

February 4 to 10, 2023 - Writing & Reviewing Activity Reports

February 11 to 17, 2023 - Working on Natural Disaster Reports



REPORT WRITING OUTLINE

Once students have learned the various skills and language, it's time to put it all together in timed practice.

Use a variety of prompts under exam conditions to give students the confidence they need going into the exam.

REPORT WRITING LEARNING SCHEDULE

February 18 to 24, 2023 - Timed Writing Practice, Discussion

February 25 to March 2, 2023 - Analysing & Rewriting Reports

March 3 to 9, 2023 - Timed Writing Practice, Discussion

March 10 to 16, 2023 - Analysing & Rewriting Reports

March 17 to 23, 2023 - Revisit Exam Strategies

NOTES: This particular study breakdown assumes that students are engaged with review and practice of concepts at least twice a week for about thirth to fifty minutes per session.



PARENT & STUDENT COMMITMENT

Writing an excellent report is the result of consistent practice. It is not about memorising a template so a student can pass an exam.

At secondary school, students will be reviewing and revisiting many of the skills they've learnt about report writing.

One of the most important skills often taken for granted is the ability to separate fact from fiction, opinion from verifiable details. The way the world is these days, with AI and advancements in technology, these skills are even more important now than ever before.

Report writing is about more than knowing the details. Students also need to know how to combine those details, what words to use, and how much information to include. Writing reports requires students to use their critical thinking skills in a way that produces organised and carefully presented data. This comes through practice.

Students and parents must make a commitment to implementing what is being taught. That's the only way to get better at writing.

At WERD Coach Youth, we can provide everything else - resources, courses, and support. Contact us to find out how we can help you.

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