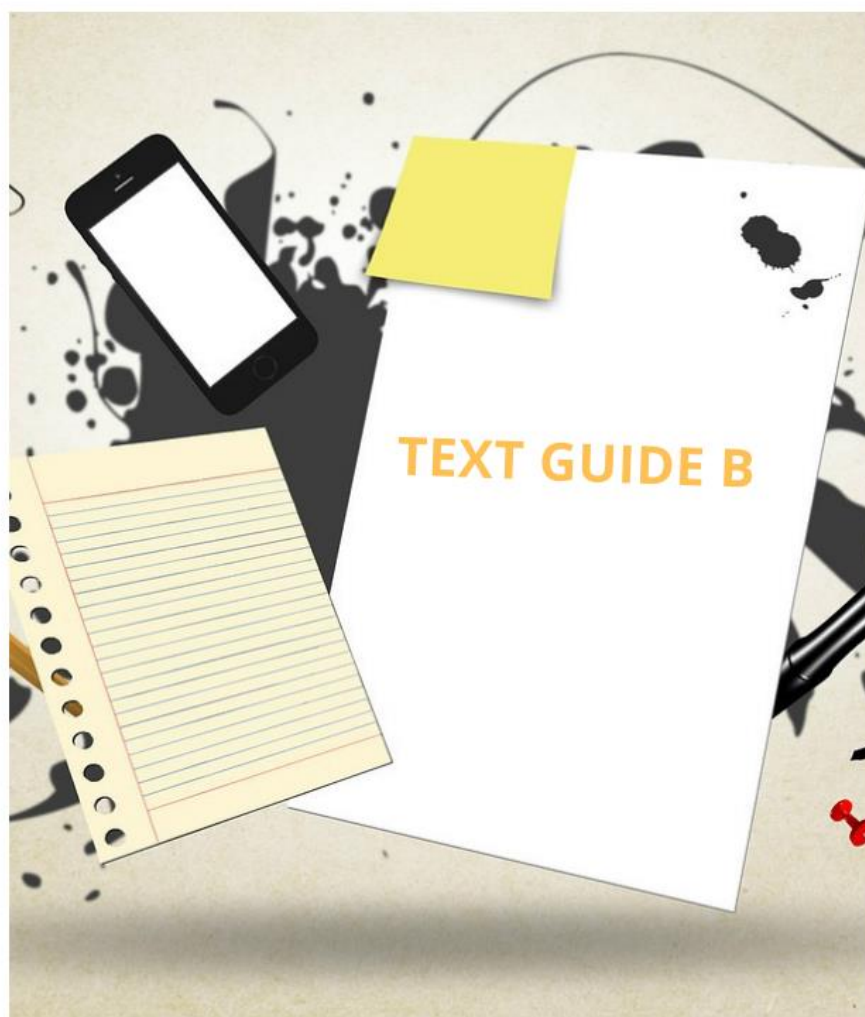


THE REPORT

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There are many types of reports. You may have to write reports at school or at work. In this guide, we will go through the different components for a well-done report.

Writing a short report is an effective way to convey information in order to address a specific situation.

In this booklet, you will:

Learn how to write a good report

Review the following notions:

- ✍ Types of reports
- ✍ Topic outline
- ✍ Report components
- ✍ Linking words
- ✍ Sample report

Read an article: Inspecting Your Hotel for Bed Bugs

- ✍ Practise the topic outline
- ✍ Study linking words
- ✍ Practise writing paragraphs of a report
- ✍ Practise how to use linking words



REPORT

Definition

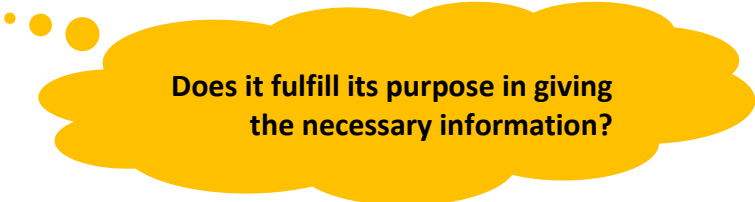
Formal writing.
Past tense

A report is a short, concise and well-structured document which is written for a specific purpose and for a target audience. A report analyses a situation or a problem and it usually gives a recommendation.

A report is an account of a past experience or of an event you have witnessed. Therefore, it should be written in the past tense. You may want to check the PowerPoint on Tenses.

The information given in a report is reliable. It is factual: you need to be objective and to stick to the facts.

🔗 Ask yourself the following question after writing a report:



Does it fulfill its purpose in giving the necessary information?

Topic outline.

First, it is important to plan a report and organize the work by themes.

A topic outline is the essential part when planning to write a well-structured report. The topic outline is the logical structure of your report. It is a plan before writing.

Each theme will be a paragraph, and a paragraph must convey only one theme.

Planning a topic outline

How to organize your work?

Step 1: List all the facts.

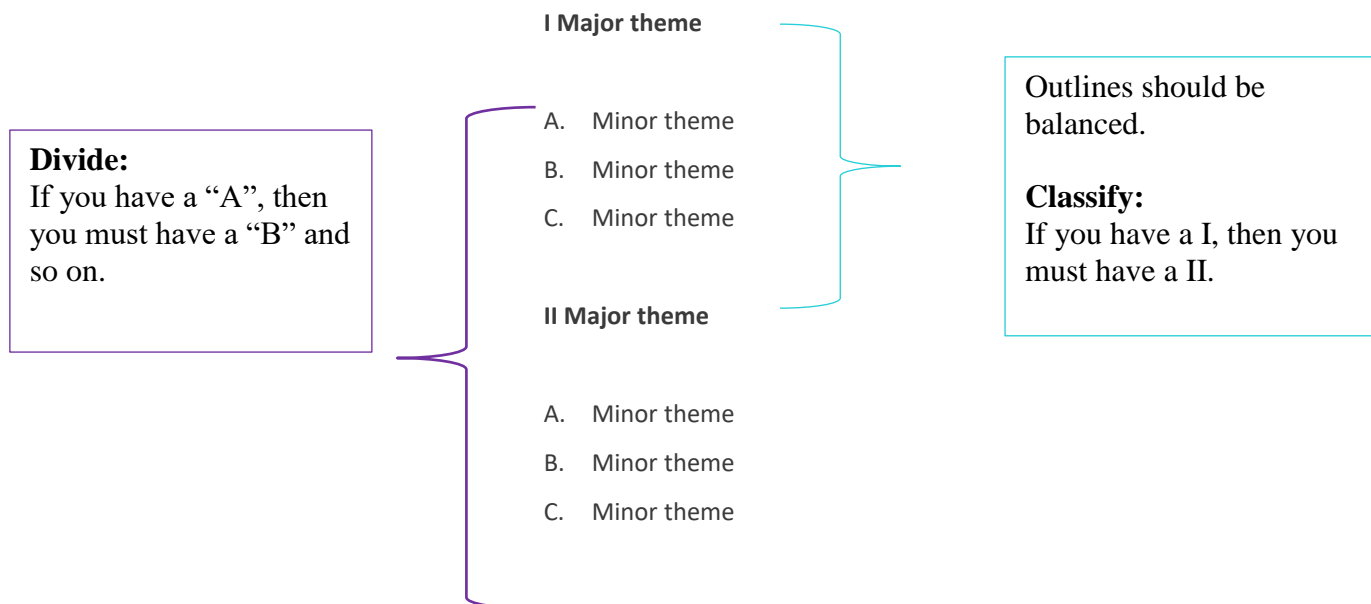
Step 2: Identify major themes (Example: I Precautions- II Inspections).

Step 3: Divide a major theme into 2 or 3 categories for minor themes.

Parts

Introduction: Main idea of the report

Paragraphs: You must classify (I, II), then divide (A,B).



Conclusion: Brief summary of the main themes and recommendations may be included.

Components of a report

Format of a report

Step 1- TITLE

It will help your reader to know quickly what the report is about.

Example: Report on my Stay at Delphin Hotel



Step 2- Introduction

It should be brief. It should address the following:

- Who is the target audience?
- What is the purpose of this report?

Example: Target audience: Tourists.
Purpose of the report: Informing on the quality of a hotel.
Why: To help future customers.



Step 3-Body

Each theme should be clearly divided into different sections.

Give factual and detailed information with examples.

Example: Information: Quality of staff, facilities, elevator service and number of floors, air conditioning, room, comfort and cleanliness, quality of the restaurant, location.



Step 4- Conclusion/Recommendations- It summarizes the general picture you draw from the information. Depending on the report, you can add recommendations (suggest how something can be improved, or if you recommend the place)

Example: Overall, the hotel could be comfortable if the problems mentioned above are corrected. If you wish to be close to everything, this hotel should be your choice.

Reading an Article

Read the following article

Inspecting Your Hotel Room for Bed Bugs

When staying in a hotel, it is a good idea to inspect your room for bed bugs as soon as you arrive. You do not want to unpack or settle in until you have checked to see if there are bed bugs in your room.



Bring a small flashlight with you when going to stay at a hotel; this will make it easier to inspect your room. As soon as you arrive, keep your suitcase on the floor away from the bed or place it in the bathroom. These areas are less likely to have bed bugs. Never put your suitcase, clothes or personal items on the bed as this is the most common way to get bed bugs in your possessions and transfer them to your home.

A Basic Inspection

Start your inspection with the mattress, as this is the most common area for bed bugs. Gently remove the sheet and mattress pad inspecting the four corners of the mattress and box spring.

Another important place to inspect for bed bugs that is often overlooked is the luggage rack or valet. Inspect carefully, concentrating on cracks and crevices. Bed bugs may be found on the luggage rack if they have come in on other travelers' luggage.

An In-Depth Inspection

If you want to do a more in-depth inspection of your room, we recommend the following:

Inspect along the edging, seams and other small areas of the mattress and box spring. Continue your inspection with the headboard. In most hotels the headboard is attached to the wall. Use your flashlight to look in the crack between the wall and the headboard. Next inspect the furniture around the bed and any pictures hanging on the wall. Bed bugs are known to hide behind framed pictures and around or on furniture. Make sure you inspect all the cracks and crevices of the night stand, including screw holes, joints and in the drawers. Once you have insured that these areas do not have bed bugs move on to other furniture in the room, especially upholstered chairs. As you are inspecting, pay special attention to the seams.

If you find bed bugs in your hotel room, notify the front desk immediately and ask to be moved to a new room, which is not next door to the room where you found bed bugs.

Precautions

When staying in a hotel, it is a good idea to bring along a large plastic bag to put your dirty clothes into. Bed bugs can smell the chemical that we leave behind on our clothing and are attracted to this smell. Putting dirty clothing into a plastic bag will reduce the chance that you will get bed bugs on these items and then bring them home with you.

If you stay in a hotel room and are worried about bed bugs take these precautions when you return home to reduce the risk of bringing bed bugs into your home.

- Immediately launder all the clothing you brought with you, or seal inside a plastic bag until it can be laundered. See the factsheet [*"Laundering Items to Kill Bed Bugs"*](#) for more information.
- Vacuum your suitcase, inside and out. Once you have finished vacuuming your suitcase immediately discard the contents of the vacuum in a plastic bag which can be sealed tightly shut and then put in the trash. The suitcase can then be stored inside a large plastic bag or box to insure, in the unlikely event that bed bugs did hitchhike, they cannot move from your suitcase into your home.
- Shoes can be wiped down with a damp cloth and hot water to reduce the risk of them being infested with bed bugs.

Write the topic outline for this article. The main ideas are given to you.

Main ideas

Topic Outline

Point forms

Introduction: Bugs/hotel

I Take precautions

A. At hotel:

B. At home:

II. 2 types of inspection



A. Basic inspection

B. In-depth inspection

Conclusion: Risks reduced

Writing task: Report

Write a report on *Inspecting Your Hotel Room for Bed Bugs*

-  Use the topic outline.
-  Use the word bank to add linking words in your paragraphs.

You may want to check for more:

<https://www.smart-words.org/linking-words/transition-words.html>

Agreement, addition, similarity

First, second, third, in addition, as a matter of fact, and, also, moreover, too, as, as well as, furthermore

Opposition, contraction, limitations

However, but, yet, although, otherwise, even though, besides, despite of, on the contrary.

Consequence, result

as a result, in that case, for this reason, in effect, for, because, then, hence, consequently, therefore

Cause, condition, intention


If, then, unless, when, whenever, while, because of, as, since, while, provided that, even if, so that

Time, chronology, sequence

at the present time, from time to time, sooner or later, at the same time, up to the present time, to begin with, as soon as, as long as, in the meantime, first, second, finally, after, later, last, until, since, then, before.

Conclusion

generally speaking, all things considered, as shown above, in a word, in summary, in conclusion, in short, to summarize, overall, ultimately

 Complete the missing paragraphs of this report.

Step 1- Give a title-

Watch out! Bedbugs can travel free.

Step 2- Introduction – It should be brief. It should address the following:

Who is the target audience?

What is the purpose of this report?

Why do you write it?

Dear future tourists: Tourism is fun but it can be a nightmare. Let me share with you my experience on staying at hotels without bringing home bedbugs living at hotels.

Step 3-Body- Each theme should be clearly divided into a different section. Give factual and detailed information with examples (use the topic outline)

Every year, I have travelled. Therefore, I have stayed at many hotels. I have experienced all kind of hotels and none of them are perfect. Consequently, I learned to take many precautions and to inspect thoroughly my hotel room before I settled.

A. At hotel

First,....

B. At home

Second,...

A. Basic inspection

My next step was to proceed to the inspection of the room. I started with a basic inspection of the room.

**A. In-
depth
inspection**

Needless to say that an in-depth inspection required, especially after seeing the state of the hotel.

Step 4- Conclusion/Recommendations-

To conclude this report, I....

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