14. News/Report

A Handout

1. What types of reports are there? Define them.
2. Answer these questions:

*What is the title of the report?*

*What is the main idea of the report?*

*Are there any figures used in the text?*

*What is the organisation structure of the text?*

[*http://www.bbc.co.uk/news/world-europe-21210495*](http://www.bbc.co.uk/news/world-europe-21210495)

1. What is the structure of the News Report?
2. What are the 3 Cs of a good journalist?
3. Where is the Data Report used? Is it used at school sometimes?
4. What is the use of the study? What do you have to consider when you write it?
5. What is the structure of the Study?

**Bibliography and Materials:**

Bowen T., Marks J., Inside Teaching*, chapter 10 Write on,* Macmillan, 1994

Brook-Hart G., Complete First Certificate, Cambridge University Press(CUP), 2008

Evans V., Successful writing, Express Publishing, 1998

Harmer J., English Language Teaching*, chapter 18 Writing*, Longman, 2001

Hornby A. S., Oxford Advanced Learner´s Dictionary 8th edition, OUP, 2010

Waterman John, Straightforward Intermediate Workbook, Macmillan, 2006

**Useful links:**

<http://www.bbc.co.uk/news>

<http://news.bbc.co.uk/2/hi/school_report>

<http://news.bbc.co.uk/2/hi/school_report/4784843.stm>

<http://www.economist.com/news>

<http://www.bbc.co.uk/news/world-europe-21210495>

**Answer key:**

1. The News Report – a written or spoken account of an event, presented in a newspaper, radio or television (*Disastrous Floods in New Zealand)*

Data – a spoken or written description or information related to various areas (e. g. *business report, medical or progress report, etc.*)

Official study – an official document written by a group of people who have examined a particular situation or a problem (*Human Rights in India)*

1. Questions:

The title of the report: *Milos Zeman wins presidential poll.*

The main idea of the report: *Mr. Zeman has won in the first direct presidential poll.*

Figures used in the text: *He won 55% of votes in the second-round poll, compared to Foreign*

*Minister Karel Schwarzenberg's 45%.* <http://www.bbc.co.uk/news/world-europe-21210495>

The organisation structure: *Title; Introductory(Topic) sentence, More facts, Conclusion*

1. The structure of the news:

Headline *(First information for the reader)*

Introduction *(What? Who? Where? When?)*

Opinion *(Quote people, present one point of view)*

The other side of the problem *(different points of view)*

Conclusion

1. The 3 Cs of a good journalist: CLEAR, CONSISE, CORRECT
2. The data report is used in business, science, journalism. Students´ own answers.
3. It is an official document used in various areas of life. Usually world organisations e. g.

OECD, WHO etc. present such reports annually.

**Writers** – investigate the area, make a research and present the information

**Readers** – require the information or need to study it

**Form of the text** – basic – Title, Introduction, Main Body of the report, Conclusion

**Language** – formal; specialised vocabulary; phrases to state the objectives, outline the

research, present findings, give conclusion, give recommendations

7. The structure of the study:

Title

Content List

Summary

Introduction

Body of the report

Conclusion

Recommendations

Appendices

Bibliography