

Friday 29<sup>th</sup> January 2021

LI: To assess and improve my report

Use the following table to assess your report:

I have included a title and an introduction.	
I have used headings and sub headings which are spelt correctly.	
Is the report written in the present tense and in the third person?	
Is there technical vocabulary in the report? If so, what is it?	
Does the information make sense?	
Have I included diagrams, fact boxes or illustrations in the report?	

Identify which area needs to be improved and create an improved version of it.