

# Planning the Reports

## Lesson 7:

### Planning the Reports Teacher Instructions

#### Learning Focus:

Students will map out a plan for their report using all previously learned skills (nouns/verbs, sentence types, clauses, paragraphs, report features).

#### Learning Intentions:

- I can plan a technical report using the skills I have been learning.
- I can organise my ideas into a clear plan.
- I can use feedback to improve my technical report.

#### Success Criteria:

- I wrote a complete report plan.
- I showed an understanding of sentence types and clauses.
- I used peer review to improve and strengthen my plan.

#### Materials provided:

- Presentation
- Technical Report Plan
- Technical Report Plan - Teacher Checklist

#### Materials not provided:

- Whiteboards or mini writing booklets

#### Assessment Opportunities:

Formative: Observation during planning and peer feedback; review of student planning templates for required report elements.

Students submit: Before-and-after versions of their upgraded sentence.

Exit ticket: Quick check of individual understanding of strengths and areas needing support.

#### Lesson Sequence:

1. Hook & Introduction (7-10 mins)
2. Individual Work and Group work (20 mins)
3. Wrap-Up Reflection (5 mins)

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#### **Hook and Introduction - Is it a report? (7-10mins)**

Introduce the lesson: "Today, we're going to map out a plan for your technical reports using all the skills we've been learning."

Ask and give(*slide 3*): What is wrong with this? Provide students with handout to identify problems with the paragraph. Can be a group/solo activity.

Explain: (*slide 4*): Run through all the things wrong with the 'messy' paragraph on the board that students haven't already pointed out.

Task (*slide 5*): Today students will plan their reports.

Ask (*slide 6*): Who can tell me what elements your reports will need to include?

Recap (*slide 7*): Run through the elements of a report that students have been learning, nouns and verbs, sentence types, clauses, paragraph structure, etc.

#### **Individual and Partner work - Planning template (20mins)**

Task (*slide 8*): Students to complete a report planning sheet.

Give: Provide students with the report planning template.

Ask: Using the planning template, start to plan the information that will be used to write your reports.

Show (*slide 9*): Assessment checklist to provide clarity.

Assess: Circulate and use the teacher checklist to assess individual understanding of the task.

Task (*slide 10*): Students to swap plan with peers and provide feedback.

Ask: It's time to give each other feedback.

Show (*slide 11*): Three prompts students should provide feedback on.

Task: Upgrade plans based on the feedback from partners. Students can take it one step further and upgrade one of their sentences too.

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#### Reflect & Share (5 mins)

Task (*slide 12*): Students complete a quick slip answering these prompts.

Ask: Write down your answers to these:

- One part of my report I am confident about.
- One part I think I need help with.
- One thing I learnt from my partners feedback and I am going to change/did change.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## What's wrong with this paragraph?

Circle five or more problems with this paragraph.

the tractor was loud. Louise look at it the wheel was broken  
and she think it needs new tyres also the engine is making a  
funny noise because it was old and she looked under the  
hood the brakes was not working good she told the farmer it  
is bad and she need to fix it. Tools. tyre. Machine. Loud noise  
Louise can check stuff.

Like a challenge? Try and rewrite it to be clearer.

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Report Plan

Topic sentence: Write one clear sentence about what the mechanic is checking or fixing.

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Relevant terms: Write down 4-6 that you will use.

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Supporting ideas: What happened? What did you check? What needs to be fixed?

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Concluding sentence: Wrap it all up nicely.

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Sentence practice: Write one simple or one compound sentence.

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# Report Plan - Teacher Checklist

Student Name: \_\_\_\_\_

| Skill/Element                                     | Yes | Needs Work | Notes |
|---------------------------------------------------|-----|------------|-------|
| Clear topic sentence                              |     |            |       |
| Four or more relevant terms                       |     |            |       |
| Supporting ideas that make sense                  |     |            |       |
| Concluding sentence attempts to summarise         |     |            |       |
| Simple sentence example correct                   |     |            |       |
| Compound sentence example correct                 |     |            |       |
| Independent clause present                        |     |            |       |
| Dependent clause present                          |     |            |       |
| Suitable use of verbs                             |     |            |       |
| Plan demonstrates understanding of report purpose |     |            |       |

Teacher notes:

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