

Writing the Reports

Lesson 8:

Writing the Reports Teacher Instructions

Learning Focus:

Students independently write a full report using all skills from Lessons 1–7 (vocab, sentence types, clauses, punctuation and cohesive devices, paragraph structure, relevant terms, scaffolding, planning).

Learning Intentions:

- I can apply all previously learned writing skills to produce a report.
- I can use correct paragraph structure.
- I can use a range of different sentence types and relevant terms in my writing.

Success Criteria:

- I wrote a complete report using appropriate headings.
- I used one simple and one compound sentence and relevant terms.
- I organised each section into a clear paragraph structure.

Materials provided:

- Presentation
- Report Plan
- Student Report Checklist
- Report Writing Assessment

Assessment Opportunities:

Formative: Observation during drafting and peer feedback; review of student reports 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) | 3. Stretch and Share (5 mins) |
| 2. Individual Work and Group work (25 mins) | 4. Wrap-Up Reflection (5 mins) |

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Hook and introduction - You are real mechanics (5-7mins)

Introduce the lesson (*slide 3*): "Today, you are real mechanics. You will write your own reports using everything you've learned so far".

Show (*slide 4*): Read these two examples aloud to the class.

Ask (*slide 5*): Students to identify the well-structured report and the features that make it clear and useful.

Explain (*slide 6*): The reports will be made up of four paragraphs. Background, diagnosis, findings, and recommendations.

Recap (*slide 7*): Remind students that they need to use one simple sentence, one compound sentence, technical terms, and correct paragraph structure.

Individual work - Let's write (20mins)

Task (*slide 8*): Students to write their report based on a provided scenario.

Give: Provide students with the report plan x 2 and the report checklist.

Ask: Using the blank technical report plan, write your report using one of the scenarios provided, or choose your own.

Show (*slide 9*): The four scenarios students can choose from.

Assess: Circulate and use the report writing assessment checklist to assess individual understanding of the task.

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

Ask: You may check with another student if you would like feedback.

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Stretch and Share - Level-up (5mins)

Task (*slide 12*): Students to choose one paragraph from their reports to improve. They can use the second report plan to do this.

Ask: You will be upgrading one of your paragraphs by adding a dependent clause to create a complex sentence, choosing one verb or noun to improve, adding a technical term to improve clarity, and editing the concluding sentence.

Show (*slide 13*): The improvements students will be making to their paragraphs.

Wrap up and Reflect - How did I go? (5mins)

Task (*slide 14*): Students to answer two statement responses to wrap up their experience with this overall task.

Ask: Write down your answers to these:

- One thing I used well in my report today was...
- One thing I want to get better at is...

Name: _____ Date: _____

Report Plan

Background

Diagnosis

Name: _____ Date: _____

Report Plan

Findings

Recommendations

Name: _____ Date: _____

Report Checklist

I have used all four headings

Background	
Diagnosis	
Findings	
Recommendations	

In each section, I have:

Varied sentence types	
Relevant terms	
Correct paragraph structure	

Across the whole report, I have:

Used correct nouns and verbs	
Used clauses to make my ideas clear	
Checked capital letters and punctuation	
Read my report out loud to make sure it makes sense	

Feedback Giver Name: _____ Date: _____
Report Writer Name: _____

Report Feedback Checklist

They have used all four headings

Background	
Diagnosis	
Findings	
Recommendations	

In each section, they have:

A variety of sentences	
Relevant terms	
Correct paragraph structure	

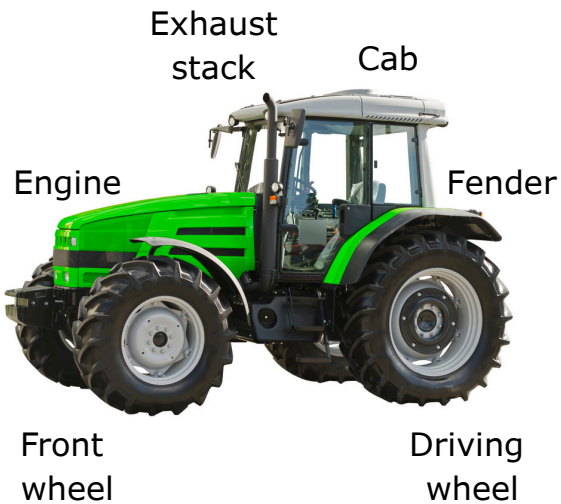
Across the whole report, they have:

Used correct nouns and verbs	
Used clauses to make my ideas clear	
Checked capital letters and punctuation	
Read my report out loud to make sure it makes sense	

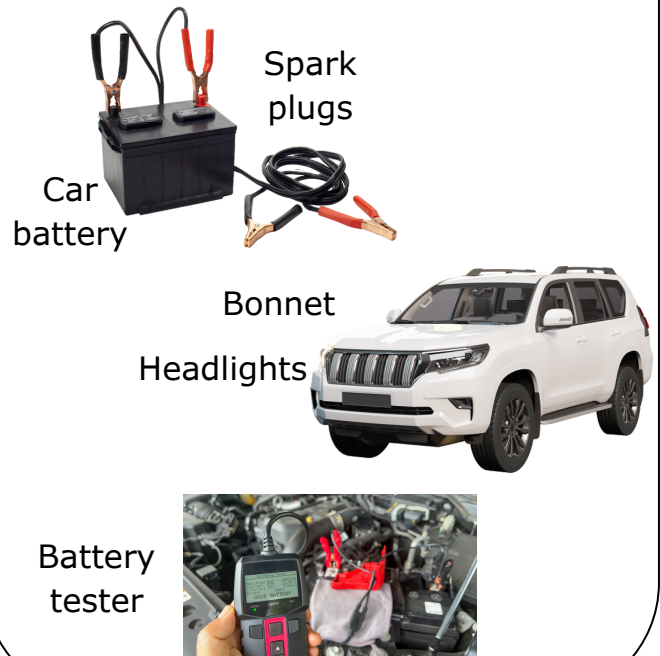
The best part/part I liked most about this report was:

Scenarios

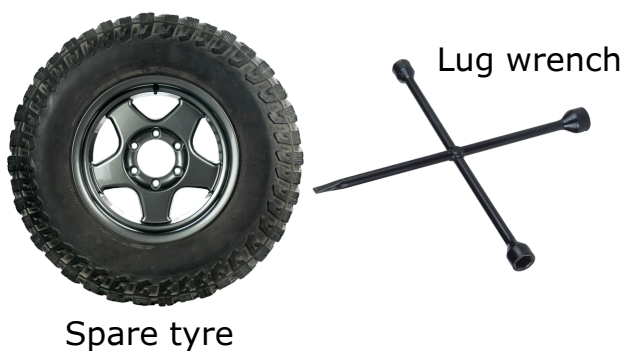
The tractor has an oil leak,
which is causing a bad smell.



The headlights were left on all
night, and the battery is dead.



The tyre is flat. It looks like a
nail has gone through it.



The car is making a loud squeal.
The timing belt has snapped.



Under the
bonnet



Report Writing Assessment

Criteria	Working Towards	At Standard	Above Standard