

# Writing a report

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**This task is about identifying and describing a local place you like to visit.**



Your community newspaper wants to encourage 7 - 12 year olds to explore new places. The newspaper aims to do this by publishing reports written by students about the whēnua they are connected to and the places they like to visit. Think about somewhere you are connected to or have visited and think other children would enjoy. This could be a place you visited with your class, your whānau, or friends. Write a report about this place. Include all the information that people need to help them decide whether to visit this place or not.

## **There are four parts to this task:**

a) Planning: Make sure you have all the details about the place:

- What is the place called?
- Where is it?
- When is it open for visitors?
- How do you get there?
- Is there a cost?
- What is it like?
- Why is it a good place to visit?
- Who would you recommend it for?

b) Writing:

- Write your report using the structure and language features that usually appear in a report.

c) Assessing:

- Reflect on the quality of your report by considering the impact of the structure and language features you have used, and whether they have helped you to create an effective and engaging report.

d) Improving:

- Think about how you could improve your report. Edit your report until you feel it is ready for publishing.