

# Literacy Skills

## Writing Your Report

This module will guide you through the process of structuring a report, from the executive summary through to the conclusions and recommendations. We will also look at writing style and text formatting.

## In this Module

Videoscribe explainer video, with professional audio (duration: 08:08)

English Subtitles

8 Expanded learning content blocks in the module format

'Check my understanding'  
5 Question knowledge check

## Top Tips

1. Use a variety of sentence lengths to create a flowing and legible report.
2. Clearly present your ideas using a pre-planned structure.
3. Carefully proof read your work.

