

Literacy Skills Module

Preparing the Report

This module will look at the S.M.A.R.T method of setting an objective for your report. We will look at the importance of research and sources of information. We will explore the use of visual aids, such as charts and graphs, to display information in a more dynamic way and finally look at the referencing process.

In this Module

Videoscribe explainer video, with professional audio (duration: 03:07)

English Subtitles

4 Expanded learning content blocks in the module format

'Check my understanding'
5 Question knowledge check

Top Tips

1. Start preparing your report by drafting a single sentence objective that states why you're writing it.
2. Before writing your report, you must thoroughly research the subject.
3. Acknowledge and reference the source of any thought, comment or quote that's not your own.

