

Report Writing Planning Template

Name: _____

Date: _____

Report Topic:

Introduction

Introduce your topic and explain what your report will cover.

Body Paragraph 1

Heading: _____

Key facts and information:

Body Paragraph 2

Heading: _____

Key facts and information:

Body Paragraph 3

Heading: _____

Key facts and information:

Conclusion

Summarise the main points of your report.
