Logo

Description automatically generated

REPORT PLAN

Purpose: To provide information on a particular topic or about a particular situation that has happened or is still happening.

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| **Title** |
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| **Heading & Subheadings e.g.** | **Notes (Basis for Paragraphs)** |
| **Opening Statement** |  |
| **Purpose for Report** |  |
| **Description of Features / Functions / Characteristics**  What habits, behaviours, procedures, uses? |  |
| **Description of Features / Functions / Characteristics**  What habits, behaviours, procedures, uses? |  |
| **Features / Functions / Characteristics**  What habits, behaviours, procedures, uses? (may include diagrams, maps, tables of findings, photographs. |  |
| **Summary / Conclusion / Suggested Solutions** |  |
| **Bibliography**  List of resources used to support research |  |

*Detailed Bibliography should be included.*

Mount Lawley Senior High School