

Essentials of Communication 120

After you complete the class, return to the page with the class vocabulary list on it.

Write a report (3–5 paragraphs) discussing three areas of communication you could improve on based on things learned in your lessons. Underline all vocabulary words used in your report.

1. Your first paragraph should introduce the reader to your areas in need of improvement. Tell the reader briefly what they are.
2. Your next paragraph(s) should talk about the areas in need of improvement in more detail.
3. Your last paragraph(s) should summarize your report and provide a closing sentence.

Writing tips

A report is a type of writing used in the workplace that provides facts to inform the reader. When you write a report, you must know the audience who will read your report. How much detail do you need to give for the reader to understand the report?

When you start each paragraph, give your reader an idea of the topic covered in that paragraph and then provide the details. Each paragraph should focus on one topic.

Use words like *next*, *another*, *when*, *also*. You should also repeat important words throughout the report to make connections clear.

Make sure that each sentence is complete and clear. One confusing sentence can make the entire report difficult to understand.



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