Writing an Investigative Report

Introduction to Academic English
for
Business and Economics Students

Weeks 12 - 15

1   beautiful formatting
            -Boddicker
            , 25/01/2017

Writing an Investigative Report

- **Learning Objective:** By the end of this lesson, you will understand the structure of an investigative report and how to identify information in texts for the report.

| 1. Investigative Report: Structure	2. Identifying Information in Texts

Paragraph 1: Executive Summary
 	
 Paragraph 2: Introduction
 	
 Paragraph 3: Reasons for Use
 	
 Paragraph 4: Outcome
 	
 Paragraph 5: Outcome
	• **Read through the source texts about a business issue.**
	
	 • **Find information about:**
	
	   1) The company (background / history)
	   2) ……

What is an Investigative Report?

Aim:

- To examine the positive and negative outcomes of a business strategy.

Basic Elements of Investigative Report in IAE for Business and Economics:

- *Identification of:*
  - ➢ reasons for use in business
  - ➢ positive outcomes of use
  - ➢ negative outcomes of use
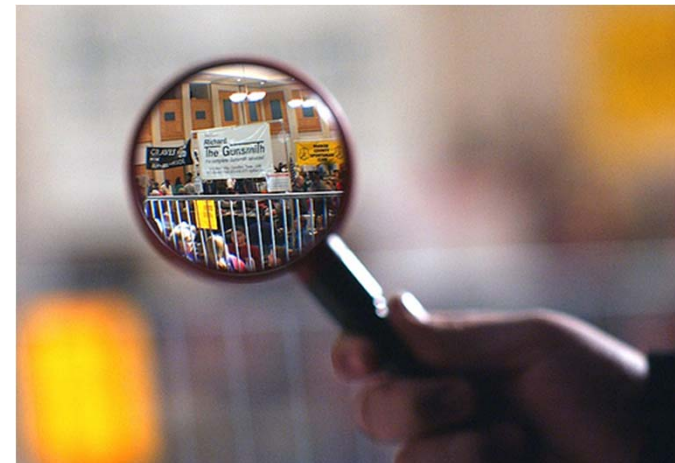
(www.121tech.weebly.com, n.d.)

Investigative Report in IAE: Structure

Paragraph 2: Introduction

- *Topic / Aim / Background or History / Importance / Sequence*

Paragraph 3: What is / are the main reasons for business use?

- *Support / data*

Paragraph 4: What is / are the positive or negative outcomes of use?

- *Support / data*

Paragraph 5: What is / are the positive or negative outcomes of use?

- *Support / data*

Paragraph 1 (Cover Page): Executive Summary

- *Aim / Summary of paragraphs 2, 3, & 4 / Suggestions to UAE companies*

Finding Information: Investigative Report

- **Read through the source texts about a business strategy.**

- **Find information about:**

    1) The issue (background / history / why it is important)
    2) The reasons for business use
    3) The positive or negative outcomes of use
    4) The positive or negative outcomes of use

- **Use a different colored highlighter
to highlight the above information
in your source texts (4 highlighters).**
Then, transfer the information to your outline.

(http://static2.jetpens.com, n.d.)

Outline Writing: Advice

- Think of questions: who, what, where, when, why, and how.

- Identify key supporting data.

- Organize your information in a logical way (dates in order, etc).

- Write in notes, NOT full sentences.

- You should have enough notes to write a 500 word report.