

8.2.3 RECOGNISING GENERIC STRUCTURE

In general, reports can be organized into **Summary**, **Background**, **Facts**, and **Outcome** sections. Although the labels for these seem to be pointing towards a relatively clear structure, the boundaries may sometimes be slightly more fluent than originally expected. The frame below allows you to select a number of different samples from the dropdown list, categorised according to subjects, to help you identify these structural elements.

Task 6:

Read through the samples that are relevant to your own subject and try to answer the following questions:

1. Where do the different sections in this report begin and end? First try to identify these sections on your own by writing the name of the section, followed by a colon, in front of it, and then switch on the colour coding to see whether your expectations are confirmed.
2. Do you think this is an effective way of organizing this report? Why?

EE incident report 02 eshock ▾

switch colour coding on/off

From: John Suen, Plant Supervisor

To: Kent Yau, District Director

Date: December 16, 2011

Subject: Report of Electric Shock accident at Processing Plant

A contract electric engineer received an electric shock while working in a distribution board on December 15.

The accident happened at 3:15 p.m. at the Shatin Processing Plant. Stephen Li, a contract electric engineer, was working on the main distribution board in a washery substation. He thought the cubicle was isolated but had overlooked a back feed to a control wire.

Here are a list of facts related to the accident:

- The board has two supplies and is separated by a bus tie circuit breaker.