

Oral Reports

Oral reports give pupils experience in selecting and organising information that will suit specific purposes, situations and audiences. Reports can be planned such as reporting on a project and unplanned such as the plenary part of a lessons. Oral reports are those based on a shared focus of interest or particular topics being studied at that particular point in time. Subjects like science and geography lend themselves to organising reports.

Structure	Infants	1 st /2 nd	3 rd – 6 th
Introduction			
<i>Greet audience</i>	<ul style="list-style-type: none"> • Good morning/afternoon • Hello everybody 	<ul style="list-style-type: none"> • Hello ladies and gentlemen • You are all very welcome to 	<ul style="list-style-type: none"> • Good afternoon esteemed guests • Welcome to todays • I would like to take this opportunity to welcome you all to • On behalf of _____ I would like to welcome you to
<i>Introduce self & subject</i>	<ul style="list-style-type: none"> • My name is _____ and today I will talk about 	<ul style="list-style-type: none"> • I am and today I would like to tell you all about/talk to you about..... • The topic for my report is..... 	<ul style="list-style-type: none"> • I'd like to start by introducing myself. My name is _____ I am _____ and I wish to talk to you about • I plan to speak about..... • Today I'm going to talk about.... • The subject of my presentation is..... • I would like to give you an overview of.....
<i>State purpose</i>	<ul style="list-style-type: none"> • I want to talk about this because 	<ul style="list-style-type: none"> • What I would like to do today is • At the end of this report I hope you will... 	<ul style="list-style-type: none"> • I have chosen to speak about this because..... • I have been asked to speak about _____ because • Have you ever heard of? • You may already know.... • Every day you encounter.... • The purpose of my talk today is..
<i>Provide outline</i>			<ul style="list-style-type: none"> • To illustrate... • To give you the essential background information on... • To outline... • To have a look at... • What I want my listeners to get out of my speech is... • If there is one thing I'd like to get across to you today it is that... • What I would like to do today is to explain

			<ul style="list-style-type: none"> • In the first part I give a few basic definitions. • In the next section I will explain • In part three, I am going to show... • In the last part I would like/want to give a practical example...
Body of report	<ul style="list-style-type: none"> • _____ is a • _____'s are 	<ul style="list-style-type: none"> • This is.... • These are.... • Can be found..... • For example 	<ul style="list-style-type: none"> • For instance • An example of this can be found... • In other words... • That is to say... • What is important to remember... • I'd like to emphasise.... • I like to stress the importance of... • I would like to highlight.... • As I have already said earlier... • As previously stated.... • In the words of.... • According to.... • Here I'd like to refer to.... • There is a famous quotation that goes.... • As you may well know.... • As you are probably already aware.....
Conclusion	<ul style="list-style-type: none"> • Thank you for listening • I hope you enjoyed my report 	<ul style="list-style-type: none"> • Thank you for your attention • To summarise.... • In conclusion.... 	<ul style="list-style-type: none"> • I'd like to summarize/sum up • Let me summarise by saying... • So that concludes my • At this stage I would like to run through/over the main points... • So, as we have seen today.... • As I have tried to explain • In conclusion I would like to say that... • My final comments concern... • I would like to finish by reminding everyone that...