

Q1. Multiple-choice (one line)

1. A report usually gives _____ about a topic.
a) facts b) jokes c) opinions d) stories
2. Reports are written in a _____ style.
a) funny b) formal c) emotional d) short
3. A good report has _____ parts.
a) 2 b) 3 c) 4 d) 5
4. The first paragraph of a report is the _____.
a) body b) introduction c) conclusion d) title
5. The last paragraph gives a _____.
a) problem b) reason c) joke d) summary
6. We use the _____ tense to write general facts in a report.
a) present simple b) past simple c) future d) continuous
7. The title of a report should be _____.
a) long and confusing b) clear and short c) funny d) personal
8. A report about "Water Pollution" should include _____.
a) movie reviews b) recipes c) sports results d) ways to reduce pollution
9. Which linking word shows contrast?
a) and b) because c) however d) for example
10. Which linking word introduces an example?
a) also b) for example c) because d) in addition
11. Reports usually avoid using _____.
a) facts b) data c) personal opinions d) examples

Q2.Fill in the blanks

1. A report gives _____ about a topic.
2. We write reports to _____ people.
3. Each paragraph in a report talks about _____ idea.
4. The conclusion often gives a short _____ of the topic.
5. The title should tell the reader what the report is _____.

Q3.True or False

1. A report should include your personal feelings.
2. Reports are usually written in the present simple tense.
3. "For example" gives additional information.
4. "In addition" adds more information to the same point.
5. A report can include photos or charts to support facts.



Answers:

Q1: 1. A 2. B 3. C 4. B 5. D 6. A 7. B 8. D 9. C 10. B 11. C	Q2: 1. Information 2. inform / educate 3. one main 4. Summary 5. about	Q3: 1. False 2. True 3. False (it introduces examples, not adds info) 4. True 5. True
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