

# Catchy Title

## Introduction

- ⇒ you tell your reader **briefly** what your text is about; in a **report** what **happened**
- ⇒ you **arouse the reader's interest** in reading your text
- ⇒ in a report it can answer the **5 Ws** (What? Who? When? Where? Why?) and How?

## Main body

- ⇒ **paragraphs**
- ⇒ **topic sentences** (tells the reader the main idea of the paragraph)
- ⇒ after the topic sentence go into **detail**, give **examples**
- ⇒ **different adjectives** (bright, fantastic, amazing) and **adverbs** (quietly, slowly ...) **for actions**
- ⇒ **time phrases** (last week, tomorrow)
- ⇒ **linking words** (and, but, because, so, thus, therefore, that's why)
- ⇒ **relative clauses** (who, which, that, whose or contact clauses)

## Conclusion

- ⇒ you can give your opinion, or end with an interesting or funny fact about the topic or you summarize your text with phrases like "**All in all ...**" "**To put it in a nutshell ...**" "**To conclude ...**" "**In conclusion ...**"