

REPORT TEXT

A. Introduction

1. Description

This material is designed to provide materials about Report text. Report text is a text which presents information about something, as it is. It is as a result of systematic observation and analysis. Report texts that we are going to learn in this material with classifying report and compositional report. The texts are concerned with general categories of things rather than events and happenings and with informing about technical and scientific topics. The purpose of the text is to organise and describe a field or topic into a class and subclass hierarchy. Moreover, it can be used to organise and describe a field or topic according to its part (a part or whole part). A technology report (e.g. electric cars) will have lots of information describing a general explanation of how they work and come into parts of cars (that is called an compositional report).

2. Relevance

The main objective of this material is to assist you in understanding the definition of genre text, that is *report text*, specifically in analysing, comparative, presentation about report. The social function of the text in social communication, as well as the language features that are mostly found in this text type are great importance of language learners. This material tries to meld theory and practice with clear pedagogic intent of equipping you with a generative set of knowledge of *report text*.

3. Learning Guide.

This teaching material is designed with clear explanation about *report text* such as its definition, social function, and language features. The learning activities in this material are designed to help you in understanding written and spoken forms of *report text* with some tasks to explore more insights into the learning materials. We also provide discussion forum as a media which you can share the ideas related to the topic given.

B. Main Section

1. Learning Outcome

a. Attitude:

To internalize, uphold and apply religious values, moral values, integrity, careful, tolerance, care, collaboration and independence.

b. Knowledge:

- The Analyzing social functions, text structure and linguistic elements of transactional interaction texts that involve the act of giving and asking for information related to writing simple reports (*Report Text*).
- Comparing social functions, text structures and linguistic elements of transactional interaction texts involving the act of giving and asking for information related to writing simple reports.



- Summarizing social functions, text structure and linguistic elements of transactional interaction texts that involve the act of giving and asking for information related to writing simple reports.

c. Skills

The Students expected to be able to:

- 1) Compile transactional interaction texts involving member actions and requesting information related to writing simple reports by taking into account social functions, text structures and linguistic elements.
- 2) Presenting transactional interaction texts involving the act of giving and asking for information related to writing simple reports by paying attention to social functions, text structure and linguistic elements (*Report Presentation*).

2. Learning Materials and Learning Activities

Material 1 – Report Text (Factual Report)

- Learning Materials

1) Definition

- Report is a text which presents information about something, as it is. It is as a result of systematic observation and analyses.



Link You Tube: <https://youtu.be/Q5Xs2fWErVs>

2) Generic Structure

- General Classification
Stating classification of general aspect of thing; animal, public place, plant, etc. Which will be discussed in general.
- Description
Tells what the phenomenon under discussion; in terms of parts, qualities, habits or behaviours.

3) Social/Language Function

- To describe the way things are, with reference to arrange or natural, manmade and social phenomenon in our environmental.



4) Language Features

- a) Focus on general participants;
- b) Using relational processes to state what is and which it is;
- c) Some use of action verbs when describing behavior;
- d) Use of timeless present tense to indicate usualness;
- e) Use of technical terms;
- f) Use of paragraphs with topic sentences to organize bundles of information; repeated naming of the topic as the beginning focus of the clause;

- Learning Activities

Example 1: Title: Landmark

Please read and comprehend the content of the written text below!



Landmark is a recognizable natural or artificial feature used for navigation. This feature usually stands out from its near environment and is often visible from long distances.

In modern use, the term “landmark” can also be applied to smaller structures or features becoming local or national symbols.

Landmarks are usually classified into both natural landmarks and man-made landmarks.

Natural landmarks can be characteristic features, such as mountains or plateaus.

Examples of natural landmarks are Table Mountain in South Africa, Uluru in Australia, and Mount Fuji in Japan.

Trees might also serve as local landmarks. Some landmark trees may be nicknamed, examples being Queen’s Oak, Hanging Oak or Centennial Tree.

In modern sense, landmarks are usually referred to monuments or distinctive buildings, used as the symbol of a certain area such as the Statue of Liberty in New York City, Eiffel tower in Paris, Big Ben in London, etc.

Church spires and mosque’s minarets are often very tall and visible from many miles around. Thus, these various buildings often serve as man-made landmarks.

 **General Classification**

 **Description**



Example 2: Camera

Read the other example of report text below!



A camera is an optical instrument for recording images, which may be stored locally, transmitted to another location, or both. The images may be individual still photographs or sequences of images constituting videos or movies. The word camera comes from camera obscura, which means "dark chamber" and is the Latin name of the original device for projecting an image of external reality onto a flat surface. The modern photographic camera evolved from the camera obscura. The functioning of the camera is very similar to the functioning of the human eye.

A camera may work with the light of the visible spectrum or with other portions of the electromagnetic spectrum. A still camera is an optical device which creates a single image of an object or scene, and records it on an electronic sensor or photographic film. All cameras use the same basic design: light enters an enclosed box through a converging lens and an image is recorded on a light-sensitive medium.

A shutter mechanism controls the length of time that light can enter the camera. Most photographic cameras have functions that allow a person to view the scene to be recorded, allow for a desired part of the scene to be in focus, and to control the exposure so that it is not too bright or too dim. A display, often a liquid crystal display (LCD), permits the user to view scene to be recorded and settings such as ISO speed, exposure, and shutter speed.

A movie camera or a video camera operates similarly to a still camera, except it records a series of static images in rapid succession, commonly at a rate of 24 frames per second. When the images are combined and displayed in order, the illusion of motion is achieved.

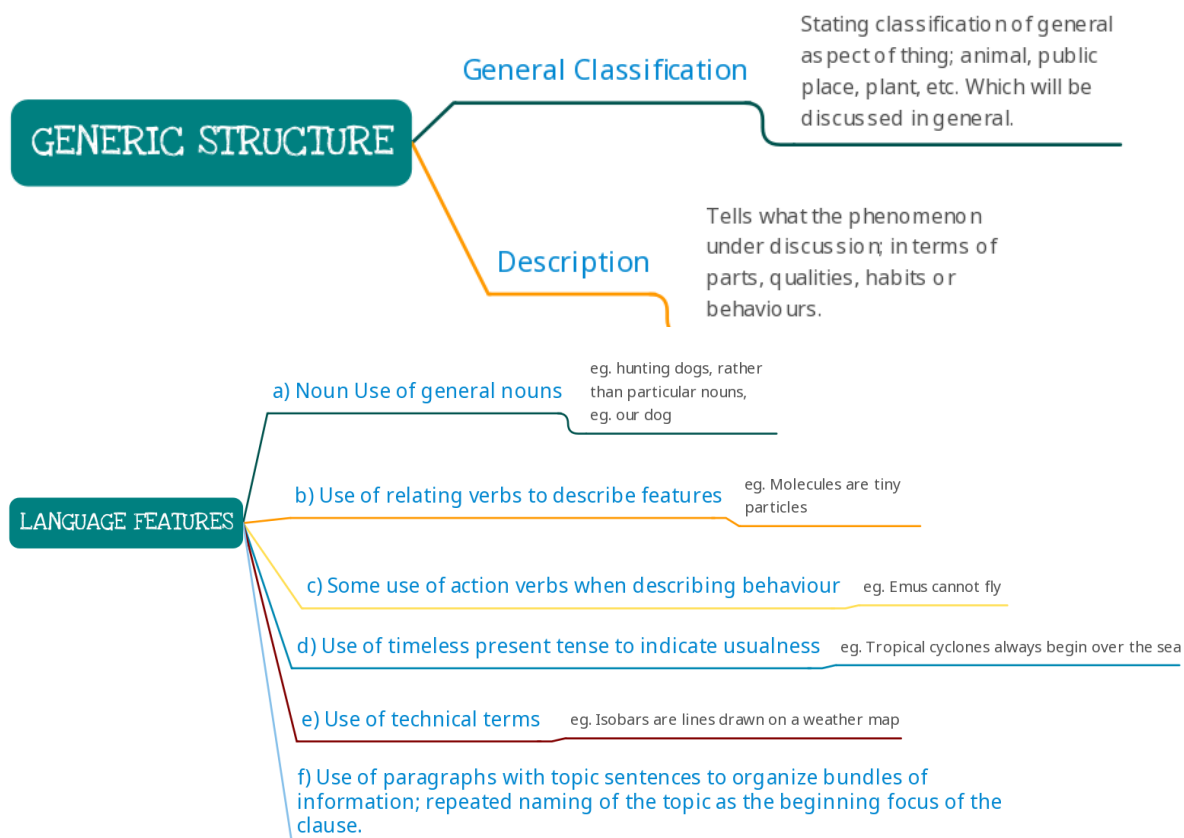
General Classification	The images may be individual still photographs or sequences of images constituting videos or movies.
Descriptions	All cameras use the same basic design: light enters an enclosed box through a converging lens and an image is recorded on a light-sensitive medium. Most photographic cameras have functions that allow a person to view the scene to be recorded, allow for a desired part of the scene to be in focus, and to control the exposure so that it is not too bright or too dim



C. Closing Section

1. Summary

Report is a text which presents information about something, as it is. It is as a result of systematic observation and analyses.



2. Reflection

Please write your reflective summary below!

- In this material, I have studied
- The key features of report text are
- What I need to do better is/are

3. References

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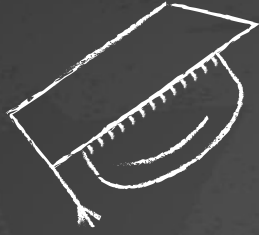
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Lampiran 3: Media Pembelajaran



REPORT TEXT

Ms. Farhana



Learning Outcome:

Analyze

Compile

Compare

Present

Summary

Social functions, text structure and linguistic elements of transactional interaction texts that involve the act of giving and asking for information related to writing simple reports.



Learning Materials:

Report Text

Writing Report

Report Presentation



**General
Clasification**

1

Description

2

3

- a. Turtles are reptiles. They are cold-blooded, so they need sunlight to keep them warm an active.
- b. Turtles have a hard shell on their back. It protects them from their enemies. They also usually hide their heads inside their shells if they are being attacked. however, they can only move slowly on land.
- c. Turtles lay their eggs on land. Some turtles lay their eggs in sand, then leave the eggs to hatch on their own. When they hatch, the baby turtles scramble down into the water. They have to be quick so that they do not get eaten by larger animal.

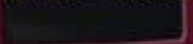
Ms. Farhana



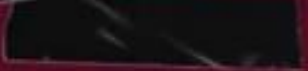
I am....



Subscribe: Madam English You Tube Channel



just



Title Text Goes Here

“Report is a text which presents information about something, as it is. It is as a result of systematic observation and analyses”

Definition Report Text

Ms. Farhana

Generic Structure of Report Text

General Classification

Stating classification of general aspect of thing; animal, public place, plant, etc. which will be discussed in general



Description

Tells what the phenomenon under discussion; in terms of parts, qualities, habits or behaviors.

Ms. Farhana

Purpose of Report Text



To describe the way things are, with reference to arrange or natural, manmade and social phenomenon in our environmental.

The Characteristics/Language Feature of Report Text

Use of **general nouns**,
eg. hunting dogs, rather
than particular nouns,
eg. our dog;

Use of **relating verbs
to describe features**,
eg. Molecules are tiny
particles;

Some use of **action
verbs when
describing behaviour**,
eg. Emus cannot fly;



Use of **timeless
present tense** to
indicate usualness, eg.
Tropical cyclones
always begin over the
sea;

Use of **technical
terms**, eg. Isobars are
lines drawn on a
weather map;

Use of **paragraphs
with topic sentences**
to organize bundles of
information; repeated
naming of the topic as
the beginning focus of
the clause.

Example 1 of Report Text

Landmark



Ms. Farhana

Landmark is a recognizable natural or artificial feature used for navigation. This feature usually stands out from its near environment and is often visible from long distances.

In modern use, the term “landmark” can also be applied to smaller structures or features becoming local or national symbols.

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Examples of natural landmarks are Table Mountain in South Africa, Uluru in Australia, and Mount Fuji in Japan.

Trees might also serve as local landmarks. Some landmark trees may be nicknamed, examples being Queen’s Oak, Hanging Oak or Centennial Tree.

In modern sense, landmarks are usually referred to monuments or distinctive buildings, used as the symbol of a certain area such as the Statue of Liberty in New York City, Eiffel tower in Paris, Big Ben in London, etc.

Church spires and mosque’s minarets are often very tall and visible from many miles around. Thus, these various buildings often serve as man-made landmarks.



General Classification



Description

Ms. Farhana

Example 2 of Report Text

Camera



Ms. Farhana

A camera is an optical instrument for recording images, which may be stored locally, transmitted to another location, or both. The images may be individual still photographs or sequences of images constituting videos or movies. The word camera comes from camera obscura, which means "dark chamber" and is the Latin name of the original device for projecting an image of external reality onto a flat surface. The modern photographic camera evolved from the camera obscura. The functioning of the camera is very similar to the functioning of the human eye.

A camera may work with the light of the visible spectrum or with other portions of the electromagnetic spectrum. A still camera is an optical device which creates a single image of an object or scene, and records it on an electronic sensor or photographic film. All cameras use the same basic design: light enters an enclosed box through a converging lens and an image is recorded on a light-sensitive medium.

A shutter mechanism controls the length of time that light can enter the camera. Most photographic cameras have functions that allow a person to view the scene to be recorded, allow for a desired part of the scene to be in focus, and to control the exposure so that it is not too bright or too dim. A display, often a liquid crystal display (LCD), permits the user to view scene to be recorded and settings such as ISO speed, exposure, and shutter speed.

A movie camera or a video camera operates similarly to a still camera, except it records a series of static images in rapid succession, commonly at a rate of 24 frames per second. When the images are combined and displayed in order, the illusion of motion is achieved.

Generic Structure

General Classification	The images may be individual still photographs or sequences of images constituting videos or movies.
Descriptions	<p>All cameras use the same basic design: light enters an enclosed box through a converging lens and an image is recorded on a light-sensitive medium.</p> <p>Most photographic cameras have functions that allow a person to view the scene to be recorded, allow for a desired part of the scene to be in focus, and to control the exposure so that it is not too bright or too dim.</p>



**Wait the
moment.**

Go to www.menti.com and use the code 9064 2403

Mentimeter

Report Text

Go to

www.menti.com

Enter the code

9064 2403



Or use QR code

1



Instruction: Observe and read the report text below!

TELEVISION

Television is the most popular mass media. According to the data from Media Partners Asia said that television users in Indonesia reached 40 million. Television or we can call it TV brings pictures and sounds from around the world into millions of homes. Now we can enjoy TV broadcasts anytime and anywhere. TV is also very easy to use. It now also comes in many shapes and sizes that make people want to have a better TV. Television has an important influence on how people spend their time. After they arrive from work, they usually watch TV. Then, the importance of television is proven.

A television station presents many various programs. Such as programs for children, action-packed dramas, light comedies, soap operas, sports events dramas, light comedies, soap operas, sports events, cartoons, quizzes, programs about hobbies, music programs, reality show programs, motion picture, etc. TV programs are made as attractive as possible so that favored by many people.

A television station covers the cost of programs from the commercial advertisement. TV's expansion is providing greater flexibility, choice and control for advertisers. Greater channel choice means that audiences are more spread out than before, but this is a benefit to advertisers.

Watching television gives not only fun, but also knowledge. We can also gain knowledge from watching broadcast TV. Now many TV stations providing educational channels, such as Discovery Channel, National Geographic, Animal Planet and many more. We also can find many religious broadcasts from the television that could increase our knowledge about religion.

Instruction: After read the text, answer the following questions:

What is purpose (*social function*)?

What is generic structure?

Title	General Classification	Description

Instruction: Observe and read the report text below!

Television

Television is the most popular mass media. According to the data from Media Partners Asia said that television users in Indonesia reached 40 million. Television or we can call it TV brings pictures and sounds from around the world into millions of homes. Now we can enjoy TV broadcasts anytime and anywhere. TV is also very easy to use. It now also comes in many shapes and sizes that make people want to have a better TV. Television has an important influence on how people spend their time. After they arrive from work, they usually watch TV. Then, the importance of television is proven.

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Camera

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A camera may work with the light of the visible spectrum or with other portions of the electromagnetic spectrum. A still camera is an optical device which creates a single image of an object or scene, and records it on an electronic sensor or photographic film. All cameras use the same basic design: light enters an enclosed box through a converging lens and an image is recorded on a light-sensitive medium.

A shutter mechanism controls the length of time that light can enter the camera. Most photographic cameras have functions that allow a person to view the scene to be recorded, allow for a desired part of the scene to be in focus, and to control the exposure so that it is not too bright or too dim. A display, often a liquid crystal display (LCD), permits the user to view scene to be recorded and settings such as ISO speed, exposure, and shutter speed.

A movie camera or a video camera operates similarly to a still camera, except it records a series of static images in rapid succession, commonly at a rate of 24 frames per second. When the images are combined and displayed in order, the illusion of motion is achieved.

Instruction: Please compare the two texts based on the generic structure and language features.

Items	Text 1: Television	Text 2: Camera
Generic Structure		
General Classification		
Description		
Language Features		
Action Verb		
Tense		
Technical Terms		

Instruction: Please written the text with topic *Technology*.

Choose the list of titles and develop be a paragraph (minimal three paragraph):

Generic Structure	
General Classification	A drone is an unmanned aircraft, the term drone, more widely used by the public.
Description	The flight of UAVs may operate with various degrees of autonomy: either under remote control by a human operator or fully autonomously by computers.



Media

Generic Structure	
General Classification	Handphone is one of the many technologies in this globalization era.
Description	The other function of handphone is to entertainment such as play games, play music and capturing.



Handphone

Generic Structure	
General Classification	Many people depend on Radio for news of what is happening around the world.
Description	Radio was used first to communicate with ship at sea.



Radio

Instruction: After read the clue about text above, please written the paragraph and finish the assignments as following. Let's write!

Title	:
Paragraph 1	
Paragraph 2	
Paragraph 3	

Reflection

Please write your reflective summary below!

- a. In this material, I have studied.....
- b. The key features of report text are
- c. What I need to do better is/are

Let's do exercise.

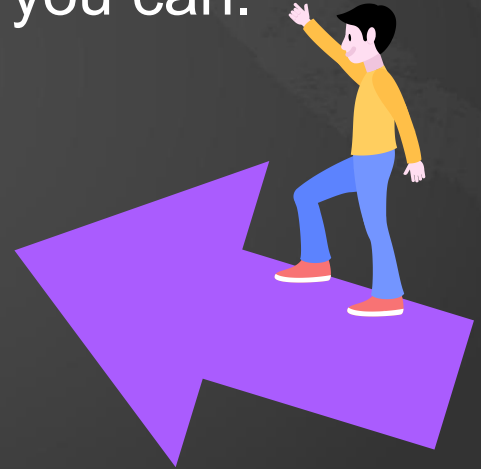
<https://bit.ly/ReportTextAES>



Ms. F. Farhana, M.Pd

Thank You

Start where you are. Use what you have. Do what you can.



Lampiran 4:

LATIHAN KERJA PESERTA DIDIK

Peserta didik **mengidentifikasi** struktur teks interaksi transaksional yang melibatkan tindakan memberi dan meminta informasi terkait *Report Text*.

Task 1:

Instruction: Please read the text below carefully.

Title: Television

Television is the most popular mass media. According to the data from Media Partners Asia said that television users in Indonesia reached 40 million. Television or we can call it TV brings pictures and sounds from around the world into millions of homes. Now we can enjoy TV broadcasts anytime and anywhere. TV is also very easy to use. It now also comes in many shapes and sizes that make people want to have a better TV. Television has an important influence on how people spend their time. After they arrive from work, they usually watch TV. Then, the importance of television is proven.

A television station presents many various programs. Such as programs for child, action-packed dramas, light comedies, soap operas, sports events dramas, light comedies, soap operas, sports events, cartoons, quizzes, programs about hobbies, music programs, reality show programs, motion picture, etc. TV programs are made as attractive as possible so that favored by many people.

A television station covers the cost of programs from the commercial advertisement. TV's expansion is providing greater flexibility, choice and control for advertisers. Greater channel choice means that audiences are more spread out than before, but this is a benefit to advertisers.

Watching television gives not only fun, but also knowledge. We can also gain knowledge from watching broadcast TV. Now many TV stations providing educational channels, such as Discovery Channel, National Geographic, Animal Planet and many more. We also can find many religious broadcasts from the television that could increase our knowledge about religion.

After read the text, answer the following questions:

- What is purpose (*social function*)?
- What is generic structure?

General Classification	
Descriptions	



Task 2:

Peserta didik **membandingkan** struktur teks, dan unsur kebahasaan teks interaksi transaksional yang melibatkan tindakan memberi dan meminta informasi terkait *Report Text*.

Please read the text below carefully.

Television	Camera
<p>Television is the most popular mass media. According to the data from Media Partners Asia said that television users in Indonesia reached 40 million. Television or we can call it TV brings pictures and sounds from around the world into millions of homes. Now we can enjoy TV broadcasts anytime and anywhere. TV is also very easy to use. It now also comes in many shapes and sizes that make people want to have a better TV. Television has an important influence on how people spend their time. After they arrive from work, they usually watch TV. Then, the importance of television is proven.</p> <p>A television station presents many various programs. Such as programs for child, action-packed dramas, light comedies, soap operas, sports events dramas, light comedies, soap operas, sports events, cartoons, quizzes, programs about hobbies, music programs, reality show programs, motion picture, etc. TV programs are made as attractive as possible so that favored by many people.</p> <p>A television station covers the cost of programs from the commercial advertisement. TV's expansion is providing greater flexibility, choice and control for advertisers. Greater channel choice means that audiences are more spread out than before, but this is a benefit to advertisers.</p> <p>Watching television gives not only fun, but also knowledge. We can also gain knowledge from watching broadcast TV. Now many TV stations providing educational channels, such as Discovery Channel, National Geographic, Animal Planet and many more. We also can find many religious broadcasts from the television that could increase our knowledge about religion.</p>	<p>A camera is an optical instrument for recording images, which may be stored locally, transmitted to another location, or both. The images may be individual still photographs or sequences of images constituting videos or movies. The word camera comes from camera obscura, which means "dark chamber" and is the Latin name of the original device for projecting an image of external reality onto a flat surface. The modern photographic camera evolved from the camera obscura. The functioning of the camera is very similar to the functioning of the human eye.</p> <p>A camera may work with the light of the visible spectrum or with other portions of the electromagnetic spectrum. A still camera is an optical device which creates a single image of an object or scene, and records it on an electronic sensor or photographic film. All cameras use the same basic design: light enters an enclosed box through a converging lens and an image is recorded on a light-sensitive medium.</p> <p>A shutter mechanism controls the length of time that light can enter the camera. Most photographic cameras have functions that allow a person to view the scene to be recorded, allow for a desired part of the scene to be in focus, and to control the exposure so that it is not too bright or too dim. A display, often a liquid crystal display (LCD), permits the user to view scene to be recorded and settings such as ISO speed, exposure, and shutter speed.</p> <p>A movie camera or a video camera operates similarly to a still camera, except it records a series of static images in rapid succession, commonly at a rate of 24 frames per second. When the images are combined and displayed in order, the illusion of motion is achieved.</p>



Instruction: Please compare the two texts based on the generic structure and language features.

Items	Text 1: Television	Text 2: Camera
Generic Structure		
General Classification		
Description		
Language Features		
Action Verb		
Tense		
Technical Terms		



Task 3:

Peserta didik **menyusun** teks interaksi transaksional (*Report Text*).

Instruction: Please written the text with topic *Technology*.

Choose the list of titles and develop be a paragraph (minimal three paragraph):

1. Drone

Generic Structure	
General Classification	A drone is an unmanned aircraft, the term drone, more widely used by the public.
Description	The flight of UAVs may operate with various degrees of autonomy: either under remote control by a human operator or fully autonomously by computers.

2. Handphone

Generic Structure	
General Classification	Handphone is one of the many technologies in this globalization era.
Description	The other function of handphone is to entertainment such as play games, play music and capturing.

3. Radio

Generic Structure	
General Classification	Many people depend on Radio for news of what is happening around the world.
Description	Radio was used first to communicate with ship at sea.

Instruction: After read the clue about text above, please written the paragraph and finish the assignments as following. Let's write!

Title	:
Paragraph 1	
Paragraph 2	
Paragraph 3	



Lampiran 5:
EVALUASI PENILAIAN

Choose one of the five choices that you think is the right answer then cross (x) on your chosen answer!

The following text for question number 1 – 3.

A laptop is a kind of computer unit which has the same function as a PC (Personal Computer), but it is smaller, lighter and of different sizes. Nowadays, most people choose laptops for several reasons.

A laptop is a portable device. This portability is very helpful for our work, study and other activities. We do not need complicated cable installations to activate a laptop, and with a laptop, we can do our work anytime anywhere.

Moreover, a laptop allows us to access the internet in public places which provide free access called hot spot areas. Some people like to use this facility to carry out their tasks.

Finally, a laptop consumes energy more efficiently than a PC does. This device uses a rechargeable battery as a source of electric energy. So if we prefer using a laptop, it means that we support the government program to save energy.

That's why a laptop has become very popular recently.

1. A public place where we can have free access to the internet is a/an...
 - A. Free access
 - B. Hot spot
 - C. Internet installation
 - D. Laptop facility
 - E. Hot spot area**

2. A laptop has become very popular because...
 - A. It is portable
 - B. It allows us to access internet
 - C. It gives several benefits to the user**
 - D. It doesn't need complicated cable installation
 - E. We can do our work with it anytime anywhere

3. From the text we know that...
 - A. A laptop is usually more expensive than a PC
 - B. More people like a laptop better than PC**
 - C. More people like a PC better than a laptop
 - D. For a mobile person a laptop is more handy than a PC
 - E. A laptop is cheaper now than it was before



You should not miss the Bareleng Bridges, six sophisticated full swing bridges that connect Batam-Rempang-Galang together. The six spectacular iconic to Batam. 'Bareleng' is an abbreviation of the larger Setoko, Rempang, Galang and Galang Baru Island together. All bridges allow visitors convenient access, like travelling in one big island.

The total stretch of all six bridges is about two kilometres, and travelling from the first bridge to the last one would take around 20 minutes. The Tengku Fisabilillah Bridge that connects Batam to Tonton island is very impressive and the most popular. The Ngha Trang Memorial Wall, a tribute to the Vietnamese boat people on Galang Island is also worth visiting.

4. What makes the Bareleng Bridges magnificent?
 - A. **They stretch far away.**
 - B. They stand strongly.
 - C. They have six tall poles.
 - D. They can swing freely.
 - E. They take around 20 minutes.

5. After reading the text, the writer hopes that the readers ...
 - A. know where the bridges are
 - B. are interested to visit Batam Island
 - C. can tell the history of the Bridges
 - D. **know a clear description about the bridges**
 - E. a tribute to the Vietnamese boat people on Galang Island

Answer Key

1. E
2. C
3. B
4. A
5. D

