

Write a data report

Can I plan and write a complete report?

AIMS

How confident are you now? Circle one face for each aim at the end of the lesson.

Content Plan and write a four-part data report.



Language Link language for patterns, evidence, careful conclusions.



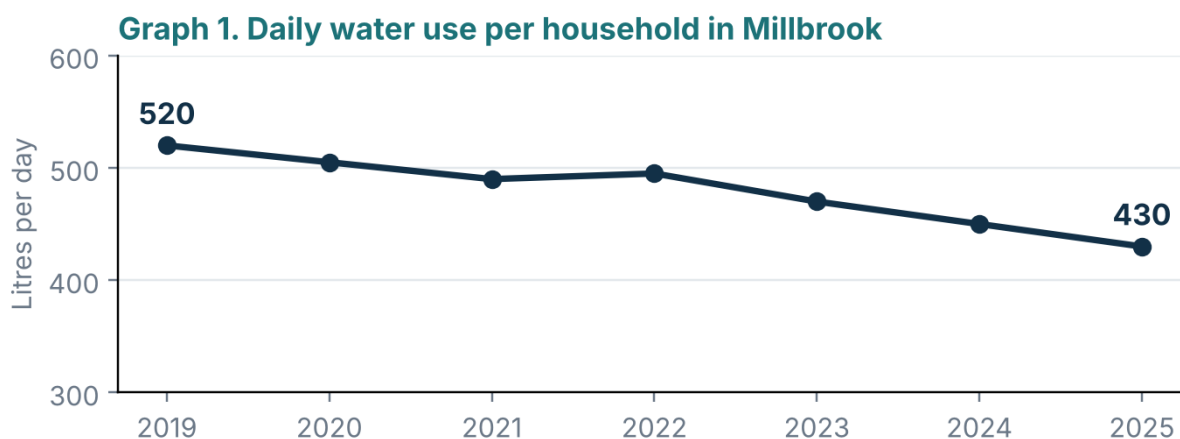
Skills Select relevant figures. Organise your ideas.



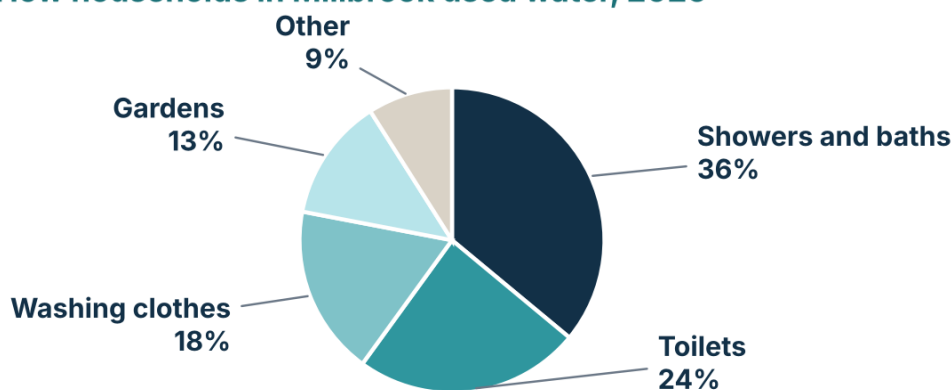
Read: Read the graphs

Look at Graph 1 and Graph 2. Circle the figures that could be useful for your report.

Teacher: Talk first: slide 4's five questions, aloud. Then learners circle figures. Accept any figure that is on the graph.



Graph 2. How households in Millbrook used water, 2025



Example data.

SUGGESTED USEFUL FIGURES

Graph 1: 520 litres (2019) and 430 litres (2025); down 90 litres; biggest fall 2022–2023 (about 25 litres).

Graph 2: showers and baths 36% (largest); other 9% (smallest); showers and toilets 60%.



Think: Plan your report

Use the graphs. Write key words and figures only, not sentences. Add the unit to every figure.

Teacher: Key words and figures only. Reasons to expect: taps, prices, campaigns. Watch for full sentences. Ask: is 13% for gardens relevant to the trend? Why not?

Suggested answers:

	KEY WORDS	FIGURES (WITH UNITS)
OPENING What do the two graphs show?	two graphs: water use, Millbrook	
FINDING 1 Main trend in Graph 1? Start and end. The change.	decreased overall	520 litres (2019) → 430 litres (2025); down 90 litres
FINDING 2 Key pattern in Graph 2? The largest. A comparison.	showers and baths largest; comparison	36% showers and baths; other 9%; showers + toilets 60%
CAREFUL CONCLUSION What does it suggest? A reason? What not? <i>The data suggests ...</i> <i>A possible reason (may, perhaps)</i> <i>...</i> <i>It does not show ...</i>	suggests: less water used · may: shorter showers, price · does not show: why	

CHECK EACH FIGURE Tick when you are sure.

☐ Connected to the point?
 ☐ Has a unit? (litres or %)
 ☐ From the right graph?

relevant = connected to your point



Read: Language bank

Choose the phrases you need. Underline two phrases you will use.

Teacher: The bank gives increased and decreased on purpose; it does not give the answer.

THE PATTERN

increased / decreased steadily

the overall trend is ...

a small rise / a small fall

the largest · the second largest · the smallest

QUANTITY AND COMPARISON

an increase / a decrease of ____

about · nearly · just over · just under

more than half

____ times as much as ... · whereas

EVIDENCE AND CAREFUL CONCLUSION

For example, in ____ ..., but in ____ ...

This suggests that ... may ...

Perhaps ...

However, the data does not show why ...

shows = what is in the graph

suggests = what it might mean



Say: Rehearse with a partner

Partner A speaks for 60–90 seconds from key words. Partner B ticks the checks and gives one piece of feedback. Then swap.

Teacher: Spoken phrases only: do not write them. Tell the class about overclaims (proves, must, always) before writing.

Feedback lines are learners' own.

PARTNER CHECKS

A SPEAKS

B SPEAKS

Is the main finding clear?

☐
☐

Are there useful figures as evidence?

☐
☐

Is there any overclaim?

☐
☐

One piece of feedback I gave: _____

One piece of feedback I got: _____



Independent task

Write your report about Graph 1 and Graph 2. 180–220 words. Write alone. 25 minutes.

ROUGH GUIDE opening about 30 words · each finding about 50 words · careful conclusion about 60 words

REMEMBER Units with every figure. · Use “may” or “suggests”. · Opening, two findings, then a careful conclusion.

Teacher: Suggested answer, 187 words. Accept any accurate report with the four parts, a unit with every figure and no overclaim (proves, must, always). Do not correct or give figures while learners write.

OPENING

These two graphs show information about water use in Millbrook. Graph 1 shows the daily water use per household from 2019 to 2025. Graph 2 shows how households in Millbrook used water in 2025.

FINDING 1

The main trend in Graph 1 is that daily water use per household decreased overall. In 2019, a household used 520 litres a day, but in 2025 it used only 430 litres, a decrease of 90 litres. The biggest fall was between 2022 and 2023, when use dropped by about 25 litres.

FINDING 2

Graph 2 shows that showers and baths are the largest use of water, at 36%. This is four times as much as other uses, which are only 9%. Showers and baths together with toilets are 60%, which is more than half of all the water used in the home.

CAREFUL CONCLUSION

This suggests that households in Millbrook are using less water. Perhaps people are taking shorter showers, or the price of water has increased. However, the data does not show why water use is decreasing, and it does not show whether the fall will continue. We would need more information to be sure.



Check: Check, change, count

Check your report. Fix your weakest part. Then count your words.

Teacher: Learners' own answers. Under 180 words: add a figure. Over 220: cut the least relevant figure. Collect the reports and mark them against the five criteria (no grade).

1 CHECK Tick each question.

FINDINGS	Main trend and key pattern described?	☐
EVIDENCE	A relevant figure and unit for every point?	☐
CAREFUL CONCLUSION	“may” or “suggests”? What the data does not show?	☐
ORGANISATION	Four parts in order?	☐
DATA LANGUAGE	Clear words for trend, quantity, comparison?	☐

2 CHANGE Fix your weakest part. All ticked? Make it clearer.

I will change ... (learners' own: e.g. add a unit, add a second figure, replace “proves” with “suggests”).

3 COUNT Count your words.

My report: _____ **words** **The target: 180–220 words**