

Information Reports

What are information reports and why do we write them?

Information reports are written to classify and describe factual information about a certain topic or theme. We can write information reports on animals, cities, history, sport, people, companies and many more topics.

What structure is needed in an information report?

An information report includes:

- An opening general statement or general classification, which classifies the topic and/or theme and includes further technical information about the subject of the report.
- Descriptive information about various aspects of the topic or theme, which is organised into paragraphs, with or without subheadings and sections.

What are the main language features?

- Language of generalisation, for example: A dinosaur is...
- Language of description, for example: The Great Barrier Reef has beautiful, colourful coral formations.
- Language of comparison/contrast, for example: Trains are similar to trains.

What other features need to be included?

Text Cohesion

For a text to 'flow' there needs to be links and relationships established within the text. This is done through linking back to something that has already been mentioned, like

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Text Cohesion

For a text to 'flow' there needs to be links and relationships established within the text. This is done through linking back to something that has already been mentioned, like names or people. The sentences/phrases that are used are linking phrases and paragraphs, for example: However... Then... In contrast... They...

Subject/Topic Agreement

For example: The dinosaur has a tail. However, there is not.

Technical language

The language included needs and describing that is specific to the particular topic or theme that is being written. When writing about dinosaurs, the technical language would be subject to the particular topic, for example: extinct, fossils, dinosaurs.

Explicit Present tense

For example: Fish came up to the surface of the water to breathe.

What skills are needed and developed when writing information reports?

Researching, organising, taking notes, summarising and summarising.

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Seven Steps to Writing Success - Informative Writing Manual (Second Edition) Jen McVeity,Bev

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5500 Preparer's Manual for 2021 Plan Years Fisher, Andersen, **5500 Preparer's Manual for 2014 Plan Years** Janice M. Wegesin, 2015-02-24 The premier resource in the field of Form 5500 preparation 5500 Preparer s Manual will help you handle the required annual Form 5500 filings for both pension benefits and welfare benefit plans Written by an expert in the field of Form 5500 preparation the 2014 Plan Years edition provides Up to date line by line explanations making it easy to prepare forms for filings At a glance charts and examples covering key requirements filing summaries due dates penalties and more Step by step instructions for electronic filing including electronic signatures transmission and accessing government software And more The 2014 Plan Years edition has been completely updated to include guidance on ERISA Filing Acceptance System 2 EFAST2 processes and requirements for mandatory electronic filing and how to amend the Form 5500 filings using the electronic system Late filings the DOL s Delinquent Filer Voluntary Compliance DFVC Program and the latest IRS rules that must be satisfied in order to qualify for full relief under DFVC How to qualify for relief from the audit requirements that apply to small pension plans How to prepare and submit current and late filings of the Form 8955 SSA as well as the new mandatory electronic filing rules that apply to most filers The new attachment to Form 5500 series that identifies employers participating in multiple employer plans MEPs The latest model language issued for summary annual reports and annual funding notice disclosures required of certain plans And much more Written by an expert in the field of 5500 Form Preparation Janice M Wegesin is President of JMW Consulting Inc a firm that specializes in qualified retirement plan compliance Ms Wegesin has more than 30 years of experience in the retirement plan area and is an active member of the American Society of Pension Professionals and Actuaries ASPPA and the National Institute of Pension Administrators NIPA She is a Certified Pension Consultant and an Enrolled Agent enrolled to practice before the Internal Revenue Service

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