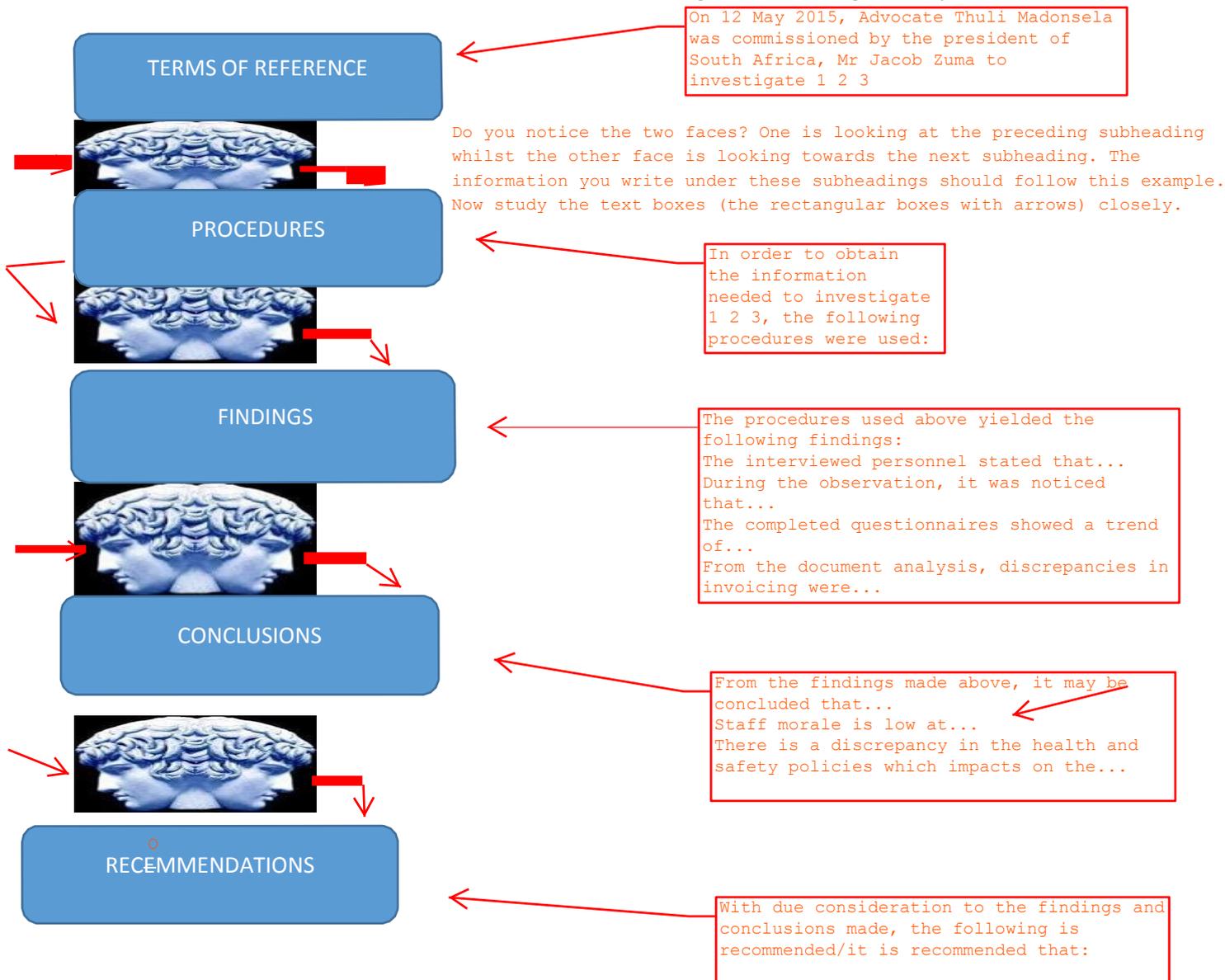


Weaving a logical thread throughout your report.

Here is a lesson on ensuring the logical sequencing of ideas and coherence in your report. The investigative report is used as an example here, but this information also applies to the progress report in particular and all academic writing in general. I am going to use the ancient Roman god, Janus, to illustrate my point.

Roman myth and ancient religion states that Janus was the god of beginnings and transitions. He is the god of beginnings, transitions (in between) and endings. I will leave it to you to research this further. There is wide held belief that the month of January is named after this Roman deity. In sculpture and other depictions, Janus is a head with two faces pointing in opposite directions. Therefore as the patron of the month January, the one face looks at the previous year and the other face looks at the year ahead. Emphasis falls on the transitional role. You may be wondering what all this has to do with report writing. Well there is a strong connection.

A report has subheadings under which specific information is written. Most students treat these subheadings as islands. No connection is inferred between the subheadings and as a result, students are marked down for incoherence. Let us look at the subheadings of the Investigative Report:



Do you see the Janus effect in the way I have phrased my sentences? Each text box flows from the one before it while at the same time it feeds into the one succeeding it. Do not write standalone statements that appear as if they are not related to the report you are writing. Aim for logical sequencing of your details. Connect them both in structure and content.