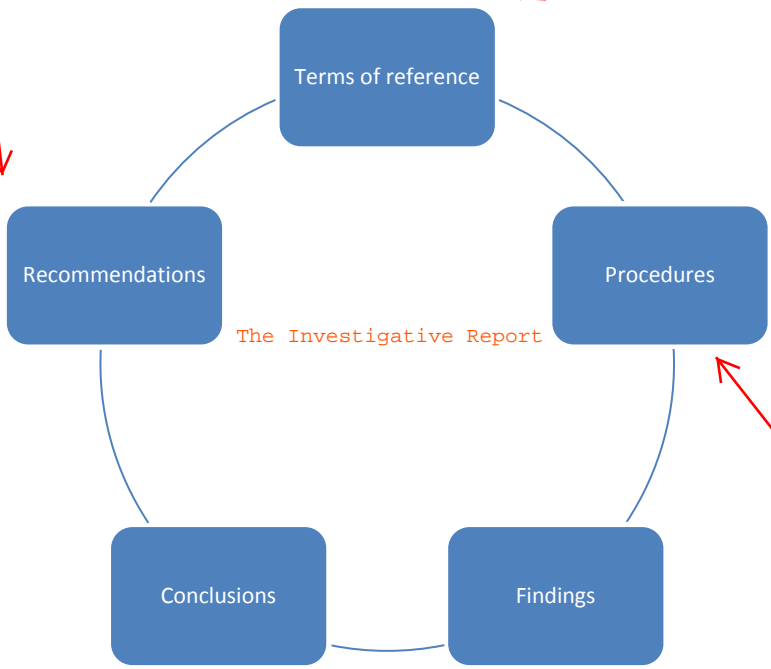


The investigative report is written using five subheadings. These are: Terms of reference, Procedures, Findings, Conclusions, and Recommendations. A document on what information falls under what subheading has already been posted. The purpose of this exercise is to highlight the tense form that need to be used under each subheading. This has proven to be a challenge for students and many of you were marked down because of this.

Use the present tense mainly. When mentioning the people who commissioned the report, use the past tense. When mentioning the due/submission date of the report use the future tense (should).



Recommendations are written in the present tense or, preferably, in the future tense using the modal/suggestive verb 'should'. This is because recommendations are suggested solutions that are yet to be implemented. You are going to submit your report to the relevant authorities once you have completed it. If these individuals like your suggestions, they will the implement them. All this will happen not now, but in future.

Procedures are written in the past tense because you would already have carried them out by the time you table your report.

Conclusions are written in the present tense mainly because they are your standing evaluation of the findings. They should have a contemporary flair.

Findings are written in the past tense because they stem from procedures, and procedures have already been carried out, remember?