

# Food Security Information for Action

Reporting Food Security Information

**Writing effective reports**

**Exercises**



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## Exercise 1

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Among the most important components in a report are an effective **introduction** and **conclusion**, and, when needed, an **executive summary**.

When do you think it is advisable to write introduction, conclusion and executive summary?

1. At the very beginning of the writing process
2. At the very end of the writing process

*Tick the correct option*

- 1
- 2

## Exercise 2

There are three common schemes (or sequences) that can help you to organize your information: inductive, deductive, and space/time. It is rare that you will use only one of these organizing schemes. Rather, you will switch from one to another throughout the document. Your choice will depend on the particular topic or sub-section you are presenting, and what you are trying to achieve by presenting them.

Which schemes would you choose for the following sections of a report?

**1.** The overall document aims to take your readers step by step through a reasoning process that will lead them to share your recommendations.

**A.** Deductive Scheme

**2.** Within this overall structure, at one point you are describing a process or system that supports a point you are making.

**B.** Inductive Scheme

**3.** In a section, entitled "Impact", you want to provide an overview of the concept of impact before focusing on the particular aspects of it that are relevant to your audience.

**C.** Time Scheme

*Tick the correct option*

- 1C, 2A, 3B
- 1B, 2A, 3C
- 1C, 2B, 3A

## Exercise 3

You will undoubtedly use many, if not all, of the explanation techniques at some point in your document. What is important, however, is that you consider each one and determine the most appropriate in each situation.

What types of explanation techniques are being used in the following sentences?

1 The total cost of the expenditure basket for poor households in the city has declined 12 percent with respect to last year.

A. example

2. A rural exodus is taking place in the suburbs of Djibouti City as well as a number of interior urban areas, such as Obock, Dikhil, Aseyla and Alisabieh.

B. analogy

C. definition

3. An assessment of the following key indicators is presented in the next section: rainfall; milk production; livestock sales and price; firewood sales and price; and staple food prices.

D. categorization

E. comparison and contrast

F. cause and effect

*Tick the correct option*

- 1C,2E, 3A
- 1C, 2B, 3F
- 1E, 2A, 3D

## Exercise 4

Let's continue to examine explanation techniques.

What types of explanation techniques are being used in these sentences?

1. The sustainable livelihoods approach (SLA) is a way to improve understanding of the livelihoods of poor people. It draws on the main factors that affect poor people's livelihoods and the typical relationships between these factors. It can be used in planning new development activities and in assessing the contribution that existing activities have made to sustaining livelihoods.

A. example

B. analogy

C. definition

D. categorization

2. The delayed onset of the *Heys/Dada* rains seriously threatens regeneration of pasture and water catchments in the coastal dry-season grazing areas.

E. comparison and contrast

F. cause and effect

3. HIV/AIDS and food insecurity feed into a vicious circle that must be broken.

*Tick the correct option*

- 1C, 2F, 3B
- 1B, 2A, 3C
- 1A, 2D, 3F

## Exercise 5

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An optimal editing process has three stages:

- 1. Conceptual/structural stage,**
- 2. Linguistic stage, and**
- 3. Proofreading/format stage.**

In your opinion, does this mean that you will have to carefully read your document three times?

1. Yes

2. No

*Tick the correct option*

- 1
- 2

## Solutions

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### Exercise 1

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Options	Correct answer	Comment
1		Only after you have finished drafting the body of your report will you know how to introduce it and close it. And only then will you know if its length requires an executive summary.
2	<b>X</b>	Very good. Only after you have finished drafting the body of your report will you know how to introduce it and close it. And only then will you know if its length requires an executive summary.

### Exercise 2

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Options	Correct answer	Comment
1C, 2A, 3B	<b>X</b>	Correct. The overall scheme of the report is inductive. However, within this overall scheme, you may want to use other kinds of sequences. To give another example, your introduction may use the deductive pattern, since you will want to provide an overall context for the report without going into too much detail.
1B, 2A, 3C		These would probably <i>not</i> be the best schemes.
1C, 2B, 3A		These would probably <i>not</i> be the best schemes.



### Exercise 3

Options	Correct answer	Comment
1C,2E, 3A		Incorrect. These are not the types of explanation techniques used in the sentences.
1C, 2B, 3F		Incorrect. These are not the types of explanation techniques used in the sentences.
1E, 2A, 3D	<b>X</b>	Very good. These are the types of explanation techniques being used for each sentence.

### Exercise 4

Options	Correct answer	Comment
1C, 2F, 3B	<b>X</b>	Very good. These are the types of explanation techniques being used for each sentence.
1B, 2A, 3C		Incorrect. These are not the types of explanation techniques used for each sentence.
1A, 2D, 3F		Incorrect. These are not the types of explanation techniques used for each sentence.

## Exercise 5

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Options	Correct answer	Comment
Yes		Fortunately not. A careful reading of your document will only be required in the second stage.
No	<b>X</b>	Correct. A careful reading of your document will only be required in the second stage.