

SABBATICAL REPORTS

AN APPROACH TO WRITING YOUR SABBATICAL REPORT

There is no hard and fast approach to writing your sabbatical report; this is entirely up to you. However, your report is likely to have a wide readership, because it will be published in an area of Educational Leaders that has public access. If you would like some pointers on putting your report together, these planning ideas might help you.

PURPOSE: Why are you writing this report?

- What do you want to let other principals know about your sabbatical?
- Does the title of the report clearly state the focus of your sabbatical?

READERS: Your readers are most likely to be other principals.

- What might this mean for the style of writing that you use?
- How might these readers use this report?
- Are your readers likely to know about this topic? If not, what kind of background information will you need to provide for them?
- What are the key points you would like your readers to remember?

TYPE: What type of report is it?

- What organising sequence would be best to use?
- Can you 'chunk' your report into sections? This will help readers to digest the information. What will the focus of each section be? It is helpful to label your sections with their own headings.

STRUCTURE: A possible structure for writing this report is:

- title: showing the focus of the sabbatical
- author, school, period of time sabbatical covers
- acknowledgements
- executive summary
- purpose (as in your proposal)
- rationale and background information (as necessary)
- activities undertaken (methodology)
- findings
- implications
- conclusions
- references.

PRESENTATION

- Preferred fonts for readability are: Arial, Calibri, Times and Times New Roman.
- Main headings should be in 14 pt; side headings and body text should be in 12 pt.
- Clearly label the electronic file with your name.

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Sabbatical report editing checklist

Purpose	□
Is the purpose of your report clear? <i>Ask another person to read it and feed back to you.</i>	
Have you identified your readers' needs/characteristics? Are you saying enough? Too much?	
Have you remembered these questions when considering the items below?	
Information	
Have you included the main points?	
Are your points supported by evidence (if relevant)?	
Is the information you provide relevant to the purpose?	
Format	
Is the report structure easy to follow – would YOU like to read it?	
Is it easy to find information in the report?	
Are section headings clear?	
Language	
Is it clear, direct, easy to read?	
Are sentences short (on average)?	
Are paragraphs chunked into sections and preceded by a section heading?	
Have you checked for unnecessary words and repetition?	
Presentation	
Does the layout help readability?	
Does it highlight important points?	
Have you remembered to include the title and your name and school?	
Accuracy	
Has it been proofed by another person?	
Are the references correctly cited and complete?	
Privacy and copyright	
Does your report contain any third party material? Do you have permission to use it? Have you acknowledged their copyright?	
Does your report include any photos with identifiable people? Please remove these unless you can send in signed permission forms from the individuals shown.	

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