



Reading, Relationships, & Resources

Road Map for Remediation

Part 12 Informal Report Writing: Writing an Introduction and an Executive Summary

In my last three blogs on the subject of report writing, I have dealt with describing the tests you have used and how to record those test results in your report, as well as interpretation of those results and creating a tutoring plan. Today, I shall conclude the report writing process by discussing an introduction and an executive summary. These are the final parts of the report that I write.

In the introduction, I state my reasons for assessment. Sometimes I include brief details of the tests I have administered.

The executive summary provides an overview of a student's performance during the assessment and briefly details their academic weaknesses and struggles, as well as strengths. It is here that I bring together both formal and informal information I have gathered about a student. This can include anything from parent observations, to school and private evaluations. My [second blog](#) in this series dealt with this information gathering process.

You can view examples of the *Introduction and Executive Summary* sections in each of the following initial reports I wrote for my own students. The second

report is laid out a little differently due to the nature of the student's learning difficulty. In this report I included interpretation of results and my tutoring plan in the summary as well as under *Other programs and tools*.

- [SWRD Report](#)
- [SCD Report](#)
- [MRD Report](#)
- [CS Report](#)

This concludes my blogs on report writing, but my next blog will deal with the benefits of creating a report and how to use it, then the final blog will deal with monitoring the progress of your child or student while they follow their “Road Map for Remediation.”

My webinars on informal assessment of reading, writing, and spelling deficits are available from the Orton Gillingham Online Academy at the links below. These were written for teachers, tutors, and parents who wish to explore informal assessment of these skills in depth.

- [Informal Assessment of Reading Deficits](#)
- [Informal Assessment of Writing and Spelling Deficits](#)

All previous blogs written in this series entitled a Road Map for Remediation can be found [here](#).

Lorna Wooldridge is a dyslexia specialist tutor with over twenty-five years of experience and qualifications in the field of learning differences, from both the UK and USA. Lorna has a unique perspective on this condition as she has dyslexia, and her passion is to serve this community in any way she can. She can be contacted through her website [Wise Owl Services](#) or her [Facebook page](#). Here she provides numerous resources for parents, tutors and teachers working with children and adults with dyslexia.