




Writing reports



What is a report? Who writes them? Who are they written for?

- ❖ A spoken or written description of something containing information that somebody needs to have.
- ❖ A report is usually written by people who have examined a particular situation or problem.
- ❖ A report may be written for a superior (e.g. a boss or college principal) or a peer group (e.g. club members or colleagues) or for an organization.

But how can I write a report?
Where do I get the information
from?



What do I have to do in a report?
Apart from information, what do
reports contain?

❖ Study the exam instructions and underline the key words. What things must you do in your report?


❖ How many paragraphs/sections do you need to write?

❖ What should you say in your introduction?


❖ What should the last section contain?

❖ Who must you write the report for?

❖ What kind of style/register should you use?



❖ Reports should be visually different to essays. Typically reports are organized in sections with headings and possibly bullet points or numbered lists to make it easier for the reader to find information quickly. They should have a clear layout.

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- ❖ What title could you give this report?
 - ❖ What headings could you use for the sections in your essay?



Useful language

❖ **Stating the purpose of the report**

The aim/purpose of this report is to describe/evaluate/present...

In this report , I will describe/present/evaluate...

This report provides a description/evaluation/presentation...

The principal aim/objective/purpose of this report is to provide a description of... / to provide/to present results of /to assess the importance of ...

In this report I will provide a description of ... / I will provide/present results of .../ I will assess the importance of...

This report describes/provides an assessment of... / describes/provides/presents results of...



Useful language

❖ **Describing how you got your information**

I spoke to/interviewed several members of staff...

Members of the local police force answered a questionnaire...

I visited three hotels:

I conducted a survey among college graduates...



Useful language

❖ **Reporting your results**

Most of those responding to the survey stated/ said/expressed the opinion that ...

According to ...

A large/considerable/high/small/significant proportion of those surveyed /respondents said that...

25% of the students...

A small number felt that ...

Nearly three quarters of the ...



Useful language

❖ Presenting a list

The points in favour/against introducing genetically modified foods can be summarized as follows

1...

2...

There are a number of ways in which facilities for the parents of small children could be improved:

1...

2...



Useful language

Introducing your first point:

- Firstly
- In the first place
- First of all
- The first thing to consider is
- One thing to consider is
- To begin with



Useful language

Introducing more points:

- Secondly
- Another consideration
- Yet another consideration
- Another thing to consider is
- Added to that
- Apart from that
- In addition to this



Useful language

Introducing your final points:

In conclusion

- To conclude
- To sum up



Useful language

❖ **Making a recommendation**

In the light of the results of the survey/questionnaire the introduction of a small fee would seem to be the best choice/option/solution.

I would recommend, therefore, the purchase of five more computers ...

My recommendations are as follows:

Taking all the factors mentioned into account

In the light of the results of the survey/questionnaire, ... would appear to be the most viable solution/option/approach.

Clearly, more could be done to

I would make the following recommendations:



Style

-Do not use contractions.

-Use passive forms whenever possible.

-Use relative clauses to join ideas: The period during which he lived was full of uncertainty.

-Use these formal words: like → such as / kids → children

a lot (of) → many / a large number of + countable noun

a lot (of) → much / a great amount of / a great deal of + uncountable

a lot (intensity) → very much / significantly / dramatically

- Avoid using the word things / something, etc. Use a more specific word (problems, situation, solutions, subjects, and so on).