

# Report

120 – 180 words

# Writing: report

## B2 Exam Practice

You might be asked to write a report. You must write between 120 and 180 words.

### Steps to success

- Write **To:** ..... , **From:** ..... and **Subject:** ..... at the top of your report.
- MAKE UP names if necessary.
- Divide your report into short PARAGRAPHS.
- Give each paragraph a HEADING.
- Use FORMAL language.

# Language chunks

## Explaining purpose

The purpose/aim of this report is to ...

This report is about ...

## Making recommendations

I would recommend ... because ...

I would particularly recommend ...

... is suitable for ... because ...

## Speaking in general

On the whole, ...

Generally speaking, ...

## Concluding

To sum up, ...

In conclusion, ...

**B** Read the report. Which of the pictures below shows Thursday's Restaurant?

To: Jenny Myers  
From: Alex Kingston  
Subject: Thursday's Restaurant

**C** Match the headings below with the paragraphs of the report.

Cost	Service
Food	Introduction
Conclusion	Opening Times

This report is about Thursday's Restaurant, which I would like to recommend to you and your group.

Thursday's has a varied menu including both vegetarian and meat dishes. The portions are large and the quality is excellent. I particularly recommend the apple pie and ice cream for dessert!

The staff at Thursday's are both friendly and efficient. Generally speaking, you are served quickly unless the restaurant is very busy.

Prices are reasonable and students are given a discount of 10% on weekdays. A meal for one person including a starter, main course and dessert costs about 15 euros.

Thursday's is open every evening from 7pm till midnight and at lunchtime on Sundays from 12.30 to 3pm. Tables should be booked in advance, especially at weekends.

To sum up, I strongly recommend Thursday's Restaurant. It's a great place to eat cheaply and the friendly atmosphere makes it ideal for young people.



- Intro
- Food
- Service
- Cost
- Opening
- Conclusion

# What is a report?

- A report is a **formal** document prepared by one person or a group of people who have been **studying a particular subject**. There are two basic kinds of reports:
- The first **simply provides information** on a topic and gives **a brief conclusion or summary at the end**. Example: a report on the educational system in a particular country, written to help someone research the subject.
- The second sets out to **identify strengths and weaknesses** in a particular situation and make recommendations for improvement. Example: a report on the library facilities in a college written at the request of the principal.

# Language and register

- Reports are the most **impersonal** kind of writing and it is usually **best to avoid expressing personal opinions** or feelings, except, perhaps, in the conclusion. **Instead of *I think that ...* or *I found that...*** for example, you can use the impersonal “It” construction and a passive, eg *It seems that... It was found that ...*
- It is also advisable to avoid making very definite statements unless you’re absolutely sure they’re true. **Instead of saying *It is*** for example, you can use a modal verb eg *It could/may/might be* or a more tentative expression such as *It seems to be* or *It tends to be*.

# Layout and organisation

- Reports should have a clear factual **heading** and may also have **subheadings** which divide the writing into shorter sections.
- The information should be organised and presented as clearly and logically as possible, with a short **introduction** explaining the aims of the report and how the information was obtained and a suitable **conclusion**, summing up the information and making recommendations if necessary.



# Useful language

**Introduction:**      The aim of this report is to..  
                              This report is intended to..  
                              This report looks at / describes..

**Speculating:**      It may / could / might (well) be that ..

**Generalising:**      In general      On the whole

**Commenting:**      Interestingly              Curiously              Oddly                      Strangely  
   Surprisingly              Predictably  
   As might be (have been) expected              It is interesting that

- **Making a recommendation:** It is recommended that ..
- (Perhaps) it would be advisable for X to (do)...
- (Perhaps) X might /should consider...
  
- **Summing up:** To sum up / To summarise On balance In short

# Study the following example carefully:

- **Leisure Facilities in Grimthorpe**

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- **Introduction**

- The aim of this report is to describe and assess the leisure facilities available in Grimthorpe. It is based on information made available by the Grimthorpe Tourist Office, and on views expressed by local people who were interviewed.

- **Sport**

- Grimthorpe has a wide range of sports facilities, both public and private. There is a large modern leisure centre in the High Street and facilities include a swimming pool, a sports hall for judo, fencing and other activities, and tennis courts. The centre runs courses in all these sports and these tend to be very popular. Membership costs £150 a year, which was felt to be rather expensive, but a special temporary membership is available to visitors. The public swimming pool on the outskirts of the town is older, less attractive and often overcrowded, but entry is only £1.50.

- **Theatres**

- There are two theatres in town, the Kings Theatre in Bee Street, which offers mainly “serious” drama and has a good reputation for its productions of Shakespeare, and the Little Theatre in Sea Street which specialises in lighter entertainment and the occasional pop concert. In general, it seems that the Kings Theatre is more popular with the older members of the community while the Little appeals more to people in their teens and twenties.

- **Museums and Art Galleries**

- The City Museum has an extensive collection of maps, pottery and other articles connected with Grimthorpe’s history. The attendants are said to be very friendly and helpful, and there is also a small café with reasonably priced home-made snacks. Interestingly, few of the local people interviewed had ever been to the museum but it was recommended highly by several tourists.

- **Conclusion**

- Grimthorpe is well provided with leisure facilities for a town of its size and these are well used by the townspeople on the whole. Sport seems to be the most popular leisure activity, while cultural activities like visiting the museum or art gallery appeared to be the least popular among the Grimthorpians who were interviewed. Perhaps the City Council should consider launching a publicity campaign to show how much these facilities have to offer.

- **Your college has been asked to accept a group of 50 students from another country for two weeks. You have been asked by your principal to find out what the advantages and disadvantages would be of accepting this group. Is it a good idea?**
- **Write your report to the principal. (Write your answer in 120 – 180 words in an appropriate style.)**

# What are the problems here?

- Dear Principal,
- You asked me to let you know about the foreign students coming to our school so here's what I think. I think it would be the great thing for our school because then we can know about all things for the other countries which they are coming from. I think the good things would also be that we be can make new friends as well. But there is the problems as well. Fifty people is a lot and what happens when all the everybody wants to use the librabry or go to the lunchtime all together? Also maybe the foreign students may be more interested in having fun and not doing to study much which is OK for me but I think the teachers will not like it. So there you go, I have told you everything what I think. Now it is for your decision, OK?
- Love, David.

- The main problems with the model involve the layout and organisation:
- Headings?
- Title?
- Paragraphs / clear sections?
- Answering the question?
- Register & formality of language?

- **Dear Principal,**
- You asked me to let you know about the foriegn students coming to our school so **here's what I think.** I think it would be the great thing for our school because then we can know about all things for the other countries which they are coming from. I think the good things would also be that we be can make new **friends** as well. But there is the problems as well. Fifty people is a lot and what happens when all the everybody wants to use the **librabry** or go to the lunchtime all together? Also maybe the **foriegn** students may be more interested in having fun and not doing to study much which is OK for me but I think the teachers will not like it. **So there you go, I have told you everything what I think. Now it is for your decision, OK? TOO INFORMAL!!!**
- Love, David.

- A report should be always done in a formal way, because it has to explain very clearly the topic that has been studied.
- Also, lots of unknown people could read it, so it should give a great appearance and be enough understandable for them.
- In a formal report we should use modal verbs (could, might) because they make easier the speculating expressions, so we can express ideas in different ways. If we want to make a good report, we should use the passive voice frequently. It is really useful because it helps us to report observations and events. The second conditional can be very useful in a report because it express hypothetical situations which helps us to communicate our ideas.
- Also, we need to avoid introducing sentences with “i think...” because a report needs to be objective although the conclusion is personal. We can use sentences such as “according to, it is based on, in the words of...”.
- In reports we should always have a clear idea but we can make suggestions, accept others thoughts and write them for other people see different points. A report should be very different from a letter because letters are an informal way of communication while the objective of reports is to study a hypothesis in a formal way and to conclude if it was right or wrong.
- Connectives are also very useful in reports, their job is joining different sentences in one and give it a sense, in general, we should use the followings: therefore, although, also, in general, however... In real life, i will write lots of reports. I am already writing them on school, however, i will need to do a very formal and scientific one at the end of the career. Also, in our jobs, we will probably need to do some of them.