

WRITING FOR B2

Lesson 8

REPORTS



Lessons Around the World



REPORTS - PURPOSE

- We write for a superior or a peer group.
- We give factual information (based on investigation or observation) and recommendations/suggestions.
- Reports include a special feature: Headings

FORMAT: HEADINGS + PARAGRAPHS

Introductory Heading_

Topic - Investigation /Observation

Second Heading_

Paragraph - Idea

Third Heading_

Paragraph - Idea

Suggestions/Recommendations Heading_

Suggestions - Recommendations

REPORTS ARE FORMAL

1. Formal Vocabulary and Expressions.
2. Passive Voice to be more impersonal.
3. No contractions (Aren't - Are not)

Introduction

- The purpose/aim of this report is to ...
- This report is intended to show/discuss/suggest/outline ...
- As part of the research, 20 people were interviewed.
- As part of the research, I visited four local factories.

Reporting your observation

- According to ...
- In general, ...
- Generally speaking, ...
- It is said that...
- It was reported that...
- It appears that ...
- All the interviewed members expressed that...
- Further observation shows that...

Suggestions Recommendations

- Taking all the factors mentioned into account...
- Based on the findings of this report I recommend/suggest +ing
- I (would) recommend/suggest that ...
- The following (improvements) are recommended: ...
- The best ideas/solutions seem to be ...
- It would be (highly) advisable to ...

Task #1



You recently attended an English language course. At the end of the course you were sent the following email:

We hope you have enjoyed studying with us. In order to plan future courses we would be grateful if you could write a short report giving us your views of the course and activities. If you have any suggestions we would also like to hear them.

Thanks in advance.

Mrs Galton
The Principal

Write your report in 140-190 words



Task #2

Last year a new sport and leisure centre opened in your home town. You have recently received the following letter from the manager of the centre:

I am writing to all members of the Active Leisure Club to thank you for your custom over the last year. We want to make the facilities even better this year! Please send a short report to us, telling us what you think are the best and worst aspects of the club. We also want to hear your suggestions for new facilities...

Write your report to the manager of the club (between 140-190 words).