

How to write a report

- What is your experience with writing reports? What kinds of reports have you written so far? What are their characteristics?

What is a Report?

Essentially, a report is a short, sharp, concise document which is written for a **particular purpose** and audience. It generally **sets outs and analyses a situation or problem**, often making **recommendations** for future action. It is a factual paper, and needs to be **clear** and **well-structured**.

Whereas an essay presents arguments and reasoning, a report concentrates on facts.

Reports may contain some or all of the following elements:

- A **description** of a sequence of events or a situation;
- Some **interpretation** of the significance of these events or situation, whether solely your own analysis or informed by the views of others, always carefully referenced of course;
- **Discussion** of the likely outcomes of future courses of action (what might happen);
- Your **recommendations** as to a course of action; and
- **A conclusion.**

(Adapted from: <https://www.skillsyouneed.com/write/report-writing.html>)

- Watch a video about how to write a report and write down the important steps.

<https://www.youtube.com/watch?v=GV4yMF8vx6o>

Useful language

Reporting verbs

agree, refuse, offer, ask, decide, state, claim, promise, encourage, warn, threaten + INFINITIVE

recommend, suggest, accuse of, apologise for, deny, admit to + GERUND

say, tell, ask – study the grammar rules for using reported speech after these verbs

Expressing degrees of certainty

I am/ it is certain that ...

It's highly probable that ...

It's quite likely that ...

This could lead to ...

It's possible that ...

It is improbable/unlikely that ...

I'm not certain that ...

I have doubts about ...

Making a suggestion

I (would) suggest/recommend/advise ...

In my view, the solution could be ...

I would propose that ...

Expressing degrees of importance

It is essential to realize that ...

Let me emphasize that ...

We mustn't underestimate (the importance)...

I believe we cannot overlook the fact that ...

(Adapted from *The Language of meetings*, Thomson, 2007)