



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 out 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:

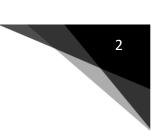
- A description of a sequence of events or a situation;
- Some **interpretation** of the significance of these events or situation, whether solely your own analysis or informed by the views of others, always carefully referenced of course;
- Discussion of the likely outcomes of future courses of action (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

MUNI Language CJV



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	Making a suggestion
I am/ it is certain that	I (would) suggest/recommend/advise
It's highly probable that	In my view, the solution could be
It's quite likely that	I would propose that
This could lead to	
It's possible that	Expressing degrees of importance
It is improbable/unlikely that	It is essential to realize that
I'm not certain that	Let me emphasize that
I have doubts about	We mustn't underestimate (the importance)
	I believe we cannot overlook the fact that

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

You have listened to a dialogue between a physician, Maddie and her mother. You are going to **write a short report (150-200 words)** about the problematic situation for Maddie's teachers.

- > Write an **introduction** to give the general idea of the interview.
- > Look back at your notes and **report on the current problem** in a clear and organized manner.
- > Discuss some possible future problems.
- Give your **recommendation**.
- Write a conclusion where you state your overall attitude towards the problem.
- Remember to use **formal language** in your report and give it a **good structure**.
- Read your report to the person next to you and give each other feedback on how accurate the report was and how easy it was to follow.
- > Did you come up with the same recommendations? Discuss your ideas in small groups.

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