

WRITING FOCUS

A report

Overall structure

- Organise your report clearly. Divide it into different sections, each with a heading.
- Include an introduction, sections giving different information and a conclusion with suggestions or recommendations.
- Use a semi-formal style.

Introduction

In your introduction, explain the purpose of your report. It doesn't need to be long or detailed.

The purpose of this report is to describe ...

1

Main sections

- Divide your report into different sections relating to different types of information. Give each section a heading.
- Give factual statements using simple active and passive verb forms.

The school will fund ...

2

It is hoped/advised that ...

3

Conclusion

In your conclusion, summarise your findings in a summary sentence.

4

A lot of points were discussed.

There are still a number of decisions to be made.

Make recommendations/suggestions.

I would recommend/suggest that ...

We hope that students will ...

One suggestion/idea would be to ...

We should consider ...

It would benefit everyone if ...

5

Use a semi-formal style.

- Use full forms, not contractions: *it is*, not *it's*.
- Don't leave out words or have one word sentences: *I shall write a new report later*, not *new report later*.
- Don't use exclamation marks: *It was very informative*, not *it was very informative!*
- Don't use idiomatic expressions: *They appreciated our ideas*, not *They loved our ideas*.

6 Rewrite the sentences using language from the WRITING FOCUS.

- 1 In this report I want to describe some changes to the school timetable.
- 2 I learned a lot from the lecture.
- 3 Let's think about some alternatives.
- 4 It would be a good idea to go on the website and look at the plans.
- 5 Some of the ideas were absolutely brilliant!

7 Read the LANGUAGE FOCUS and choose the correct options.

- 1 The students suggested to *have* / *having* a big end-of-term party.
- 2 The people at the meeting recommended to *reconsider* / *that we reconsider* the proposals.
- 3 We intend to *discuss* / *discuss* the subject again next month.
- 4 The suggestions caused us to *have* / *that we had* some concerns.
- 5 It was decided to *have* / *having* a fashion show.
- 6 Everyone is advised to *wear* / *wearing* warm clothes.

LANGUAGE FOCUS

Verb patterns

You can use these verbs in reports to make recommendations and suggestions. Note the verb patterns.

- **advise** + person + to-infinitive
*You **are advised to check** the website.*
- **intend** + to-infinitive
*The committee **intends to contact** all members.*
- **cause** + noun/pronoun + to-infinitive
*Poor weather **caused us to reconsider** our plans for a barbecue.*
- **suggest** + **that** + a person + infinitive without to
*The head teacher **suggests that we donate** the money to charity.*
- **suggest** + -ing
*The head teacher **suggests donating** the money to charity.*
- **recommend** + **that** + noun + infinitive without to
*We **recommend that the barbecue take** place in August.*
- **decide** + to-infinitive
*It was **decided to delay** the plans until next term.*

8 Read Jack's email about a meeting he attended. Note down points for his report under these headings.

- | | |
|------------------|----------------------------------|
| 1 Introduction | 3 Facilities |
| 2 Where and when | 4 Conclusion and recommendations |

Hi Ella,

Just got back from my student rep meeting – all about the new school sports building. It's going to be at the back of the school where the old car park used to be. The builders say that they'll start work in the summer holidays. So, who knows – it might be ready for the new term!

The facilities are going to be great. There's going to be a new indoor swimming pool with changing rooms. Next to that, they hope to have a big room for indoor games like table tennis and badminton. Brilliant!

The school's got the money for the building, but they need us to raise some money for equipment. We talked about having a talent competition and maybe a sponsored walk. We're hoping students will give us some more ideas for fundraising and we can talk about those at the next meeting.

Must write up my report now,

Jack

9 Write Jack's report for the school website in 140–190 words. Use the WRITING FOCUS and the LANGUAGE FOCUS to help you.