



WRITING REPORTS

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adapted from Mirjam Skube course materials

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REPORT

- A report is a factual and precise description of an event, a situation, a study, or a project. Its purpose is to provide suggestions and recommendation for future action. It should be written in a formal style by a person who has studied the issue. It is read by people who require the information so they have some knowledge about the subject. It has a clear layout. It has to have the title and several sections/ paragraphs. Titles or headings should be short and simple.



REPORT WRITING TIPS

- analyze the task carefully. Who is the report for? Why do they want it? What do they need to know?
- do exactly what the instructions ask to cover the main points
- decide how many parts your report should have and think of headings for them (Structure the report into clear sections/paragraphs using (underlined) headings so that information is easy to find.)



REPORT WRITING TIPS

- write in a more formal, objective and impersonal style. When reporting the results of a survey, the figures gathered should be given in the form of percentages or proportions. Expressions such as “one in four” or “six out of ten” can be used, or exact percentages e.g. 25% of the people questioned, 68% of those who filled in the questionnaire, etc. Less exact expressions such as: the majority of those questioned..., a large proportion of..., a significant number of..., more/less than a half of the total..., only a third..., etc. can also be used



REPORT WRITING TIPS

- use language suited to a report e.g. describing trends and making comparisons; passive voice, direct/reported speech
- aim to be clear, concise and precise



FORMAT

- Title
- Introduction
- Body
- Conclusion(s)/Summary
- Recommendations



INTRODUCTION

- states the purpose of the report, what the report should cover, how the information was collected, any limitations on the report
- gives details about the time, place and people involved in the incident ...



USEFUL PHRASES

- The aim/purpose/objective of this report is to summarize the findings of a recent survey among.../This report is intended to give a brief summary of the findings of our recent survey on smoking.
- The data was collected from newspaper reports and documents on the Internet. / A survey was carried out among members of the local community./ As requested,../ This report was written.../The report presents/gives information on...



BODY

- contains most of the information, development of the event in detail, reasons, results
- analyzes the findings, reality
- generalizes facts
- can give both positive and negative points
- needs to be organized into smaller sections, or paragraphs each with its own heading /subheading
- information should not be based on opinion



USEFUL PHRASES

- On the whole, smoking is a big problem. /The majority said that they were unhappy with the situation. /According to some members of our local community.../Many of our members have noted an improvement since the introduction of the new system. /One of the big /obvious advantages of this proposals/Compared with ten years ago.../There has been an increase in.../This shows /indicates /illustrates that.../Most people find this.../60% of the students in the sample said that they liked the new product...



CONCLUSIONS/SUMMARY

- should not introduce any new information
- should pull together all the key points of the report
- should link the conclusion back to the purpose of the report, stated in the introduction
- can give a personal view/opinions on the facts that you have discovered



USEFUL PHRASES

- Our conclusion therefore, ... / In conclusion,...
/The following conclusions can be drawn from the data: ...The figures show that... /As can be seen from the findings of this report, the only option we have is to close ... The next stage is to contact our the local government... /All things considered,... /To sum up,... /All in all,.. /From the research we can conclude that...and/or



RECOMMENDATIONS

- you suggest how things could be improved
- must flow logically from and are based on your conclusions
- should be realistic
- show any further action that is necessary



USEFUL PHRASES

- The best solution is/would be (to).../We recommend that.../It is recommended that ...

