

# Writing a report

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# Types of reports

- **A report** is an informative formal piece of writing concerning a particular place, situation, plan, etc.
- **Assessment reports** present and evaluate the positive and/or negative feature of a person, place, plan, etc. They include your opinion/recommendation.
- **Informative reports** present information concerning a meeting that has taken place etc
- **Survey reports** present and analyse information gathered from surveys including conclusions and recommendations.
- **Proposal reports** present plans, decision or suggestions.

# A good report should consist of:

- **an introductory** paragraph which clearly states the purpose and content of the report;
- **a main body** in which the relevant information is presented in detail;
- **a conclusion** which summarises the information given, and may include an opinion and/or recommendation.

# Paragraph plan for reports

- **To: name/position/company etc**
- **From: name/position etc.**
- **Subject:**
- **Date: 31st Oct 2016**
- **Introduction**
- **Paragraph 1** (state the purpose and content of your report)
  - **Main body**
- **Paragraphs 2-5** (present each aspect of the subject under **separate subheadings**. Positive and negative points of each aspect are presented in same paragraph)
  - **Conclusion**
- **Final paragraph** (conclusion/general assessment, opinion and/or recommendations)

# Points to consider

- Formal style (complex sentences, advanced vocabulary, passive voice, linking words/phrases).
- Carefully plan the information you will present.
- Think of suitable subheadings (every paragraph has a subheading!)
- Decide on the information you will include under each subheading.
- Use linking words to join your ideas.

# Useful language

- **To begin reports:**

The purpose/aim/intention of this report is to.....

As requested, this is a report concerning/regarding...

This report contains/outlines/examines/assesses....

- **To end reports:**

To conclude/To sum up//In conclusion/On the whole...

On the basis of the points mentioned above, it would seem that....

It is (therefore) felt/believed/apparent/obvious (that)...

I/We conclude/recommend/would suggest (that)...

My/Our recommendation is that.... should be....

### **ADDING**

and  
as well as  
moreover  
furthermore  
in addition  
too  
on top of that  
another point is

### **SEQUENCING**

first, firstly, first of all  
second, secondly..  
third  
next  
meanwhile  
now  
subsequently

### **ILLUSTRATING**

for example  
such as  
for instance  
in the case of  
as shown by  
illustrated by  
take...  
one example is..

### **COMPARING**

similarly  
likewise  
as with  
like  
equally  
in the same way

### **QUALIFYING**

but  
however  
although  
unless  
except  
apart from  
as long as  
if

### **CONTRASTING**

whereas  
alternatively  
unlike  
on the other hand  
conversely  
having said that  
nevertheless  
however

### **CAUSE AND EFFECT**

because  
because of  
as a result of  
consequently  
therefore  
thus  
owing to  
due to

### **SUMMARY**

in short  
on the whole  
in other words  
on the whole  
overall  
generally  
in general  
in brief

### **EMPHASIZING**

above all  
in particular  
especially  
significantly  
indeed  
notably

First of all, I think ...  
Not only that, but I also think that ...  
Not only are they ..., they are also ...  
They are not ..., nor are they ...  
There are various/several/many reasons for this.  
First, ... / Firstly, ...  
Second, ... / Secondly, ...  
Moreover, ... / Furthermore, ... / In addition, ...  
Another significant point is that ...  
On the one hand, ... On the other hand, ...

In contrast to this is ...  
Because of ...  
The reason is that ...  
In that respect ...  
The result of this is that ...  
Another aspect/point is that ...  
It is because ...  
Although it is true that ... it would be wrong to claim that ...  
That may sometimes be true, but ...  
One could argue that ..., but ...

### Providing Examples:

Take for example ...  
Look at ...  
For instance ...  
For example ...  
Let me give you an example.

### Additions and Conclusion:

Most probably ...  
It appears to be ...  
As I already indicated ...  
In other words, ...  
I am most concerned about ...  
I would (just) like to add ...  
So all in all I believe that...



### ADDITION

further  
furthermore  
moreover  
in addition  
additionally  
then  
also  
too  
besides  
again  
equally important  
first, second  
finally, last

### COMPARISON

similarly  
comparable  
in the same way  
likewise  
as with  
equally  
just as ... so too  
a similar x  
another x like

### TIME

meanwhile  
presently  
at last  
finally  
immediately  
thereafter  
at that time  
subsequently  
eventually  
currently  
in the meantime  
in the past

### CONTRAST

however  
nevertheless  
on the other hand  
on the contrary  
even so  
notwithstanding  
alternatively  
at the same time  
though  
otherwise  
instead  
nonetheless  
conversely

### RESULT

hence  
therefore  
accordingly  
consequently  
thus  
thereupon  
as a result  
in consequence  
so then

### SUMMARY

in short  
on the whole  
in other  
words  
to be sure  
clearly  
anyway  
on the whole  
in sum  
after all  
in general  
it seems  
in brief

### EXAMPLE

for example  
for instance  
that is  
such as  
as revealed by  
illustrated by  
specifically  
in particular  
for one thing  
this can be seen in  
an instance of this

### PLACE

there  
here  
beyond  
nearby  
next to  
at that point  
opposite to  
adjacent to  
on the other side  
in the front  
in the back

# Refereces

- Evans, V. 1998. *Successful Writing Proficiency*. EU: Express Publishing. (p 120-134)
- <https://www.daydreameducation.co.uk/poster-formal-letter-eno42>
- <https://www.pinterest.com/explore/a-formal-letter/>
- <https://www.pinterest.com/explore/transition-words-and-phrases/>
- <https://www.pinterest.co.uk/pin/303852306090821838/>