

REPORT

C1

General information

- Include a **title**: Report on ...
Give some factual information and make
 - **suggestions** or **recommendations** (if required).
- Divide it into sections. A report should be clearly
- organised and include **headings**.

Useful Language

Paragraph 1: Introduction

- The *purpose / aim* of this report is to ... | This report sets *out to / will comment on* ... | Below is an explanation of ... | The focus of this report is ... | This report is intended to *show / discuss / outline* | This report contains the relevant details concerning the problem as you required. | It's based on my *observations/extracts from the questionnaires/the feedback from participants...* | As requested, I am submitting this report concerning... | This report is submitted in support of our request for...

Paragraphs 2 & 3

- **Where you got the information from**: According to ... | All those who were interviewed *believe that / are concerned that...* | It is thought that... | It was commented upon by a number of people we talked to that... | A cause of dissatisfaction was... | Most people seem to feel that ... | Several people said / suggested / thought that...
- **Making suggestions and recommendations: (formal)** Another option would be to ... | I would also suggest ... | I would strongly / highly recommend ... | My first / second recommendation would be to ... | It would be (highly) advisable to ... | If my recommendations are followed, then ... | The best solution / ideas would seem to be ... | It would be prudent / inadvisable / advisable to ... on the grounds that it / owing to the fact that / due to the fact that... | It would be mutually advantageous... | I suggest that the problem of... can be addressed through... | For the satisfaction of... the ... should be... | More steps also need to be taken to... **(less formal)** Why not + *infinitive without to* ? | Why don't we...? | How about...? | Let's... | It might be a thought to ... |

- **Listing ideas**: ... might like to consider the following: | The following are highly recommended: | They gave/ suggested the following reasons: | They made the following points | Another point to consider is that ... | Alternatively... | Moreover. | Furthermore. | Apart from this | In addition to this
- **Reporting findings**: It appears that the majority of ... | The only problem is that ... | Most ...(students seem) ... | Not surprisingly, ... | According to ... | Consideration should be given

Paragraph 4: Conclusion

All things considered, ... | We have no hesitation in recommending... | In the short/long term, we suggest you should consider... | In my view, in future, we should... | To improve the situation, we recommend... | It is recommended that... | It would be advisable for X to... | I would therefore recommend *that/Ving* | It would seem that Ving | In view of this, I (would) recommend...

Sample Layout

Title
Heading 1: Introduction / Aim
Heading 2
Heading 3
Heading 4: Conclusion (recommendations)