

## Report

<p><b>Register:</b></p> <p>Formal, impersonal, cold and factual.</p> <p><b>DO NOT USE:</b></p> <ul style="list-style-type: none"> <li>• Contractions</li> <li>• Colourful language (gorgeous/stunning/awesome etc.)</li> <li>• Informal phrasal verbs (meet up/break down/check out etc.)</li> <li>• "I/we think..." (too personal)</li> </ul>	<p><b>Forms and Conventions:</b></p> <p><b>Title:</b> Report into / .....</p> <p><b>Paragraph Titles:</b> Introduction, Strengths, Weaknesses, Recommendations</p> <p><b>Fixed introduction:</b> The aim of this report is to evaluate/put forward ideas for/examine etc.</p> <p><b>Word limit: CAE: 220-260</b></p>
<p><b>Introduction:</b></p> <p>The purpose/aim of this report is to....</p> <p>This report sets out to...</p> <p>The report will comment on...</p> <p>Below is an explanation of...</p> <p>The focus of this report is...</p> <p>This report will offer an in depth critique of...</p> <p><b>Fake survey/questionnaire:</b></p> <p><i>It can be a good idea to base the report on a survey/questionnaire.</i></p> <p>This report will present the findings of/This report is based on the findings/results of an extensive survey completed by...</p> <p><b>Ending Introduction:</b></p> <ol style="list-style-type: none"> <li>1. It will go on to give recommendations regarding...</li> </ol>	<p><b>Expressing general opinions/info:</b></p> <p>....is considered/thought/said to be...</p> <p>...is <b>highly regarded</b> in (place)...(good reputation)</p> <p>There is <b>widespread agreement</b> that...</p> <p><b>Opinions are divided</b> regarding...</p> <p>It is <b>common knowledge</b> that...</p> <p>Recent <b>research indicates</b> that...</p> <p>Interviewees who had <b>first-hand knowledge</b> of the situation stated...</p> <p>There is <b>considerable disagreement</b> regarding...</p> <p><b>Survey Results:</b></p> <p>Virtually everyone who completed the survey stated that..</p> <p>Over (60%) of those interviewed stated that...</p> <p>The vast majority of people interviewed believe that...</p> <p>A small percentage of those surveyed agree/disagree with...</p>
<p><b>Strengths:</b></p> <p>The (school system) in this country undoubtedly has many strengths such as .... And...</p> <p>... is particularly effective due to the fact that...</p> <p>... has achieved impressive results owing to ...</p> <p>Another clear strong point is...</p> <p>... is something the country can be proud of due to...</p>	<p><b>Weaknesses:</b></p> <p>Despite the strengths mentioned above, there are also some areas that require attention.</p> <p>... is failing to live up to expectations because...</p> <p>Another clear weakness is...</p> <p>... leaves a lot to be desired</p> <p>... is not up to the required standard</p>
<p><b>Advantages/disadvantages:</b></p> <p>...’s <b>advantages</b> clearly outweigh its disadvantages.</p> <p><b>advantages</b></p> <p>benefits/pros/strengths</p> <p><b>disadvantages</b></p> <p>downsides/weaknesses/drawbacks</p>	<p><b>Giving Recommendations:</b></p> <p>In light of the above, the following measures should be adopted...</p> <p>Urgent improvement is needed in the field of...</p> <p>To improve the situation, it is recommended that...</p>
<p><b>Concluding:</b></p> <p>-To sum up,...To conclude,...</p> <p>-I hope that the plan outlined/presented in this report meets with your approval...</p> <p>-I hope that the recommendations outlined/presented in this report will receive your serious consideration.</p> <p>Should the recommendations outlined in this report be carried out, I have no doubt that .... Will be a resounding success.</p>	<p><b>Grammar check list</b></p> <p>Have you included?</p> <ul style="list-style-type: none"> <li>• An inversion (not only/no sooner/seldom)</li> <li>• An inverted conditional (Were we to...)</li> <li>• A participle clause (Being.../Having gone...)</li> <li>• A double comparative (The more we... the more)</li> <li>• A cleft sentence (What is most crucial is...)</li> <li>• Linkers (Nevertheless/despite/due to/consequently)</li> <li>• Impressive verbs (bring about change/undergo development)</li> </ul>

### Example Introduction

The aim of this report is to evaluate the current state of..... This report is based on the results of an extensive survey completed by (students at ... school). It will present the results of the survey and go on to give recommendations regarding...

## Proposal

### Introduction:

The principle aim of this proposal is to put forward ideas in order to suggest improvements to the appearance of ...(town's name). It will then go on to describe the possible effects the changes will have on the town.

### Making recommendations:

- I strongly **recommend/suggest** *buying* new chairs so that students are more comfortable.
- I **recommend/suggest** *that we buy* new chairs so that students are more comfortable.

### Use a gerund

- **Buying** new chairs would be a great way to increase students' comfort.
- **Investing in** new chairs would **lead to** an increase in student comfort.

### Use a passive

- New chairs **should be bought** so that students are more comfortable.
- **It is believed/obvious that** investing in new chairs **would lead to** an increase in student comfort.

### Use an advanced conditional

- If we **were to invest** in new chairs, students **would** be more comfortable.
- **Were** we **to invest** in new chairs, students **would** be more comfortable.

### It would be + adjective

- **It would be advisable/practical to** invest in new chairs **in order to** increase student comfort.

### Effect of changes

- Installing new chairs would **lead to/give rise to...**
- Building a new common room would **provide** students **with** a place to unwind.
- Improving the metro service would **enable** more residents to use public transport.
- Investing in... **would undoubtedly have a positive effect on...**
- Refurbishing the library **would be extremely beneficial for** the whole school.
- Having more... **would do wonders for** the school's reputation in the local area.

Should the recommendations outlined in this proposal be carried out, there is no doubt that the improvement of the town will lead to great future benefits.