

# 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, Conclusion.</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 CPE: 280-320</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 <b>considered/thought/said to be</b>...</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>...'<b>advantages clearly outweigh its disadvantages.</b></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, we believe the following measures should be adopted...</p> <p>My recommendations are as follows:...</p> <p>Urgent improvement is needed in the field of...</p> <p>I highly recommend + bring about change in the area of...</p> <p>To improve the situation, we recommend...</p> <p>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...

## Informal Letter

<p><b><u>Opening</u></b></p> <ul style="list-style-type: none"><li>• It's been ages since we last spoke.</li><li>• Sorry for not writing back sooner</li><li>• I've been snowed under with exams lately.</li><li>• How's life treating you?</li><li>• What are you up to these days?</li><li>• So you wanted to know about... I'd be happy to help.</li></ul>	<p><b><u>Giving News</u></b></p> <ul style="list-style-type: none"><li>• Guess what. I've...</li><li>• I've got some fantastic news.</li><li>• I'm afraid I've got some bad news.</li><li>• Bad news, James...</li></ul>
<p><b><u>Responding to News</u></b></p> <ul style="list-style-type: none"><li>• I'm so happy for you!</li><li>• I was disappointed to hear that you've...</li><li>• I'm so glad to hear that you're...</li><li>• I'm thrilled for you</li><li>• What great news!</li><li>• Sorry to hear that...</li><li>• Congratulations!</li></ul>	<p><b><u>Offering, accepting, declining invitations</u></b></p> <ul style="list-style-type: none"><li>• I'd love for you to come to...</li><li>• Have you got any plans for summer?</li><li>• Do you fancy coming to...?</li><li>• I'd love to come!</li><li>• Count me in!</li><li>• Count me out, I'm afraid.</li><li>• I wouldn't miss it for the world.</li><li>• I wish I could but...</li><li>• I'll take a rain check.</li></ul>
<p><b><u>Giving advice/recommendations</u></b></p> <ul style="list-style-type: none"><li>• If I were you, I'd...</li><li>• If I were in your shoes, I'd...</li><li>• You simply have to...</li><li>• By far and away the best thing to do is...</li><li>• Have you thought about ...ing?</li><li>• It wouldn't be a bad idea to...</li><li>• ... is worth a try.</li><li>• Something that I found really useful is...</li><li>• What seems to work for a lot of people is...</li></ul>	<p><b><u>Closing</u></b></p> <ul style="list-style-type: none"><li>• Well that's all for now.</li><li>• I'd better go, I've got an early start in the morning.</li><li>• I must dash/go</li><li>• Pass on my regards to your family</li><li>• Let me know how it goes</li><li>• Can't wait to....</li><li>• All the best</li><li>• Hugs and kisses</li><li>• Take care</li></ul>

## Letter of Application

Dear Sir or Madam, / To whom it may concern,

### Paragraph 1:

I am writing in response to your advertisement in \_\_\_\_\_ (name of publication from task). I am interested in applying for the role of \_\_\_\_\_ (name of job)

### Paragraph 2:

As you will see from my attached CV, I have spent the last \_\_\_\_\_ (number) years at \_\_\_\_\_ (workplace). During this period I was promoted from \_\_\_\_\_ (crap job) to the position of \_\_\_\_\_ (great job). I was responsible for \_\_\_\_\_ (verb in gerund) and \_\_\_\_\_, as well as \_\_\_\_\_ and \_\_\_\_\_. I had the privilege / opportunity to learn / improve / develop \_\_\_\_\_ and \_\_\_\_\_.

### Paragraph 3:

Given the experience I have acquired at \_\_\_\_\_ (workplace), I consider myself well-equipped to respond to the challenge of working in your \_\_\_\_\_. I feel I have the necessary personal qualities to deal with the demands of the post. For instance, I see myself as a \_\_\_\_\_ (adjective) person who works well under pressure. My experience working with \_\_\_\_\_ (people / animal / computers etc.) at \_\_\_\_\_ (workplace) has helped me to be more \_\_\_\_\_ (adj) and \_\_\_\_\_ (adj).

### Paragraph 4:

I would therefore be grateful if you could consider my application. I am available for interview between the \_\_\_\_\_ and the \_\_\_\_\_ of \_\_\_\_\_. I look forward to hearing from you.

Taking all this into account, I hope that you will consider my application. I am available for interview between the \_\_\_\_\_ and the \_\_\_\_\_ of \_\_\_\_\_. I look forward to hearing from you.

Thank you for taking the time to read my application, I hope you will consider me for the post. I am available for interview between the \_\_\_\_\_ and the \_\_\_\_\_ of \_\_\_\_\_. I look forward to hearing from you.

Yours faithfully,

Name

## Letter of Complaint

### Opening

- Dear Sir or Madam, / To whom it may concern,
- I am writing to express my disappointment with/dissatisfaction with the service I received in...
- I would like to lodge a formal complaint against your company for the reasons outlined below:
- I feel compelled to write to you in order to describe the

### Listing Problems

- First of all,
- **Not only was** there a hair in my wife's soup, **but** the main course **also** arrived cold.
- On top of that...
- As if that was not enough...
- To top it all off...
- The straw that broke the camel's back was...

### Complaining Expressions

- The standard of the... was not up to scratch.
- The... was not up to the expected standard.
- The... left a lot to be desired.
- The... failed to live up to our expectations.
- We were left bitterly disappointed by...
- The quality of the customer service we received was woefully inadequate.
- The... was an absolute disgrace. (v.strong)
- Overall, our visit to your (restaurant) was an unmitigated disaster from start to finish.

### Requesting Action

- It seems only fair that you should... (offer a full refund)
- I would appreciate it if you...
- I would be grateful if you...
- Should these demands not be met, you will be hearing from my lawyers.
- I expect to receive compensation to the tune of (€2000) for the...

### Making Recommendations

- I strongly recommend that your organisation...
- It would be advisable to...
- I suggest re-evaluating your procedures regarding...

### Sign off

- I look forward to receiving your reply.
- I expect to receive a prompt reply to this letter.
- Yours faithfully,

## Proposal

### Introduction:

The principle \_\_\_\_\_ of this proposal is to \_\_\_\_\_ forward ideas in \_\_\_\_\_ to \_\_\_\_\_ improvements to the appearance of ...(town's name). It will then go \_\_\_\_\_ to describe the possible effects \_\_\_\_\_ 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 o\_\_\_\_\_ in this proposal be c\_\_\_\_\_ o\_\_\_\_\_, I have no doubt that the improvement of the town will be a r\_\_\_\_\_ s\_\_\_\_\_.





## Review

<p><b>Register: Informal/neutral</b></p> <p>Use: all your colourful vocabulary:  <b>Phrasal verbs/idioms/impressive collocations.</b></p>	<p><b>Forms and conventions:</b>  <b>Title:</b> for films/books/restaurants use the name/title or if think up an imaginative title using an idiom/expression.</p>
<p><b>Planning, 6 step system:</b></p> <ol style="list-style-type: none"> <li>2. Read task, underline content points.</li> <li>3. Divide content points into paragraphs: Intro, décor, ambiance, service, food, recommendation.</li> <li>4. WHAT do you want to say? Add your notes to each paragraph in simple form.</li> <li>5. HOW are you going to say that? Brainstorm advanced grammar and vocabulary for each note.</li> <li>6. Forms and conventions: Title paragraph titles, fixed introduction.</li> <li>7. Write! Remember <b>word limit is: 220-260</b></li> </ol>	<p><b>Introduction:</b>          Personal anecdote to grab attention. Introduce name of book/film, restaurant + location, course, TV show etc.  <b>Seldom do I</b> find the time to..., however when I do take time out of my hectic schedule, I like nothing more than...  <b>Being a bit of a film buff/book worm/foody</b>, the news that ... had opened a new restaurant/released a new film/book had me <b>itching to try/see/read it</b>. So last week I <b>popped down</b> with a friend to <b>check it out</b>.  <b>Having never seen/read/tried...</b> before I approached ... with a sense of trepidation, not knowing what to expect. Soon however, all my fears were allayed.</p>
<p><b>Book reviews:</b>  <b>Vocab to describe the book in general:</b>          a page-turner / a white-knuckle ride / a tearjerker / a laugh a minute / I couldn't put it down.  <b>Vocab to describe specific parts:</b>          a slow start / a gentle introduction /gripping climax / nail-biting conclusion / cliff-hanger ending/ a shocking twist in the tail  <b>Setting:</b>          The book is set in _____(place/time)          The action takes place in _____ (place/time)          the present day (now)          an alternate reality where vampires / wizards walk the earth a sleepy village in the USA          the bustling city of New York  <b>Plot:</b>          The plot centres around / focuses on (the adventures / lives of _____)          The plot follows the adventures of _____(character name)  <b>Characters:</b>          Villain / hero / heroine / anti-hero / main character / protagonist          The characters are believable / well-crafted / a bit 2 dimensional.</p>	<p><b>Film/TV reviews:</b>  <b>General:</b>          An all-star cast          heavily influenced by the films of..          glowing reviews          startling originality          suspense builds up          a polished performance          a bold experiment          an accomplished actor          an unmitigated disaster (bad film)          a dazzling display of his/her talents          made a lasting impression on me.          Brought a tear to my eye          Like watching paint dry (boring)          I was on the edge of my seat (exciting)          A blockbuster (big commercial film eg Superman)          ... sets off an amazing chain of events          Gripping film (exciting)          The director/author evoked a magical atmosphere          ... awakened my interest in...          Hold my attention          Capture the audience's imagination.          Spectacular set-pieces (main action scenes)          ... is cast in the role of...          ... is miscast in the role of...          ...gives a(n) (un)convincing performance as...          The film is let down by a clichéd script.</p>

<p><b>Restaurant review:</b></p> <p>Hearty meal  Wholesome food  Piping-hot  Succulent/juicy (meat)  Creamy  With a kick (spicy)  Crunchy/crispy  Well-seasoned  Packed with flavour  A steaming plate of..  Hungry/starving/ravenous/famished  Bustling eatery(restaurant)  Lively atmosphere  Service with a smile                    A plate piled high with..  Mouth-watering  To die for  Heavenly  To lick your lips in anticipation  Roast  Pan-fried  Grilled  Steamed  Freshly-baked</p>	<p><b>Restaurants cont.</b></p> <p>Make a pig of one's self  To feast/gorge on (eat a lot of)  To eat/drink to your heart's content  Devour/gobble up  Savour  Nibble  Bite  Lick  Aromas wafting from the kitchen  Cheap – economical/reasonably-priced  Expensive – pricey/costs an arm and a leg  £20 a head (per person)</p>
<p><b>Killer Lines:</b></p> <p>Were I to sum up ... in one word, it would be...  ... left a lot to be desired (wasn't good enough)  ...more than lives up to the hype (is as good as everyone says it is)  ... is by far and away the best ... you're likely to ... this year  ... really raises the bar (sets a higher standard)  ... sets the benchmark for other (others will be judges against how good it is)  ... ticks all the right boxes  ... holds up well in comparison with ...  ...comes off badly in comparison with ...</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>• Idioms</li> <li>• Phrasal verbs</li> </ul>