

Proficiency Writing Part 2: Useful expressions and ideas to be used in Reports

Register:

Formal, impersonal, cold and factual.

DO NOT USE:

- Contractions
- Colorful language (gorgeous / stunning / awesome etc.)
- Informal phrasal verbs (meet up / break down / check out etc.)
- "I / we think" (Too personal)

Forms and Conventions:

Title: Report into

Paragraph Titles: Introduction, Strengths, Weaknesses, Conclusion.

Fixed introduction: The aim of this report is to make / put forward ideas for / examine etc.

Introduction:

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

This report sets out to ...

The report will comment on ...

Below is an explanation of ...

The focus of this report is ...

This report will offer an in depth critique of ...

Survey / questionnaire:

It can be a good idea to base the report on a survey / questionnaire

This report will present the findings of / This report is based on the findings / results of an extensive survey completed by ...

Ending Introduction:

- It will go on to give recommendations regarding ...

Expressing general opinions / info:

... is considered / thought / said to be ...

... is highly regarded in (place) ... (good reputation)

There is widespread agreement that ...

Opinions are divided regarding ...

It is common knowledge that ...

Recent research indicates that ...

Interviewees who had first-hand knowledge of the situation stated ...

There is considerable disagreement regarding ...

Survey Results:

Virtually everyone who completed the survey stated that ..

Over (60%) of those interviewed stated that ...

The vast majority of people interviewed believe that ...

A small percentage of those surveyed agree / disagree with ...

Strengths:

The (school system) in this country undoubtedly has many strengths such as ... And ...
... is particularly effective due to the fact that ...
... you have achieved impressive results owing to ...
Another clear strong point is ...
... is something the country can be proud of due to ...

Weaknesses:

Despite the strengths mentioned above, there are also some areas that require attention.
... is failing to live up to expectations because ...
Another clear weakness is ...
... leaves a lot to be desired
... is not up to the required standard
If

Advantages / disadvantages:

... 's advantages clearly outweigh its disadvantages.

advantages

benefits / pros / strengths

disadvantages

downsides / weaknesses / drawbacks

Giving Recommendations:

In light of the above, we believe the following measures should be adopted ...
My recommendations are as follows: ...
Urgent improvement is needed in the field of ...
I highly recommend + bring about change in the area of ...
To improve the situation, we recommend ...
It is recommended that ...

Concluding:

-To sum up, ... To conclude, ...
-I hope that the plan outlined / presented in this report meets with your approval ...
-I hope that the recommendations outlined /presented in this report will receive your serious consideration
Should the recommendations be drawn in this report, I have no doubt that ... will be a resounding success.

Grammar check list

Have you included?

- An investment (not only / no sooner / seldom)
- An inverted conditional (Were we to ...)
- A participle clause (Being ... / Having gone ...)
- A double comparative (The more we ... the more)
- A cleft sentence (What is most crucial is ...)
- Linkers (Nevertheless / despite / due to / consequently)
- Impressive verbs (bring about change / undergo development)