

Report

Example question

You work for your local tourist office. Your manager asked you to visit a new tourist attraction (for example a theatre, museum or disco) in your area. Now you must write a report for your manager.

Write your report. Describe the attraction, say what it has to offer to tourists and comment on its good and bad points.

Example answer

Put From: on the line below, then add your name.

Put Subject: on the next line. Choose a heading that clearly describes what the report is about.

Always start with To: and think of an appropriate name for the person who will read the report.

To: Ms Carlton
From: Monica Phillips
Subject: Bakeworth Toy Museum
Date: 24th June

You do not need to put the date, but you can if you want to.

Introduction

As requested, I have visited the new Bakeworth Toy Museum at 24, Pensilva Street, Bakeworth. My findings are presented below.

Every paragraph should have a heading which clearly explains what the paragraph is about.

Use key report phrases.

Entrance fees

Entrance is free for children under eight. For those aged eight to sixteen, entrance costs € 1.50. The fee is € 2.50 for adults.

Do not use contractions (I've, etc).

The museum

Having been recently renovated, the building is in extremely good condition. The museum is large, with over twenty rooms full of toys and games from the past hundred years. There are many toys for visitors to actually touch and play with, so many tourists - children and adults alike - will find the museum interesting and entertaining.

Use a variety of grammatical structures.

Use formal language.

Other facilities

There is a café on the fourth floor, which serves snacks and cold drinks. Prices are reasonable and there is plenty of seating.

Some paragraphs can be quite short.

We often make or talk about recommendations in a report. These are usually in the final paragraph.

Conclusion

The Bakeworth Toy Museum is an excellent tourist attraction. The entrance fees are reasonable and there is plenty for people to do there. I believe we should recommend the museum to tourists, particularly those with children.

Useful phrases for reports

Introductory information: To: From: Subject: Date:

Headings: Introduction, Conclusion or Recommendation(s)

Introductory paragraph: As requested, This involved + -ing, My findings are presented/outlined below.

Recommending: I would like to suggest/recommend ..., I therefore (do not) suggest/recommend ..., I believe we should (not) recommend ..., You may wish to consider ...

Writing: report

Word power

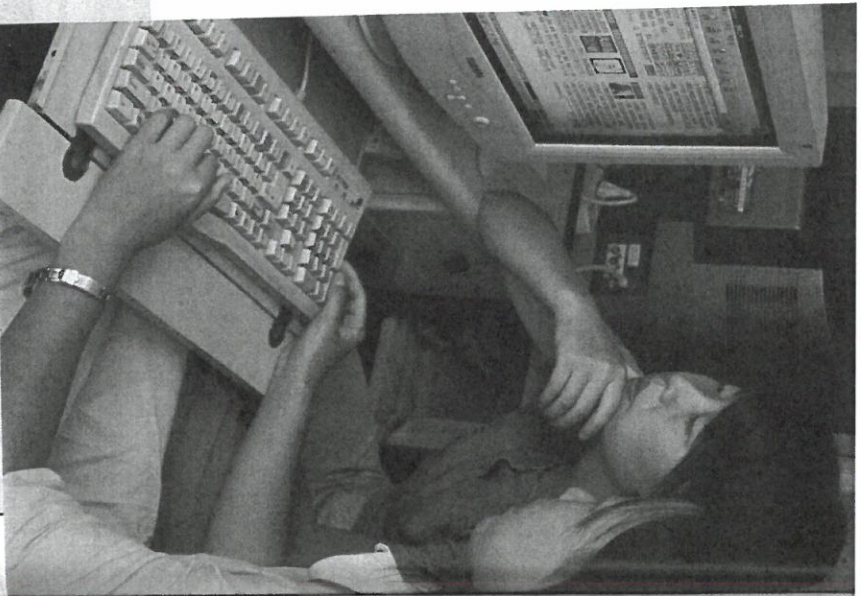
content • creative writing • in colour • issue
poetry • reviews • school news • section

Starting point

- Does your school have a school newspaper, magazine or website?
- What kind of articles and features should a school newspaper, magazine or website contain?

A Write these words and phrases in the gaps to complete the model report.

Quality • Conclusion • Subject • To • Content
Introduction • From • Number of Issues • Date



- (1) _____ : Mrs Webster
 (2) _____ : Ben Parker
 (3) _____ : School Magazine
 (4) _____ : 24th September

(5) _____
 As requested, I have interviewed a number of students and parents regarding the quality of **Together**, the school magazine. My findings are outlined below.

(6) _____
 On the whole, comments about the quality of **Together** were very positive. Readers find it an interesting and informative magazine. However, _____

(7) _____
 The majority of people interviewed would prefer **Together** to come out more often. They would rather have three smaller issues per year than one large issue at the end of the school year.

(8) _____
 Although most parents enjoy the 'School News' section, many students commented that they would prefer shorter articles and more photographs. Secondly, some students suggested _____

(9) _____
 To sum up, we should consider bringing out **Together** more often, and making it colour. We should also look into having more photographs and a creative writing section.

B Read the report again and answer these questions.

- 1 Who wrote the report?
- 2 Who do you think Mrs Webster is?
- 3 Is the report formal or informal?
- 4 Why does the writer use headings?
- 5 What recommendations does the writer make?
- 6 In which paragraph are the recommendations made?

C Underline these words and phrases in the report.
 What do you think they mean?

As requested • regarding • findings • outlined
 On the whole • positive • The majority of • come out
 Secondly • To sum up • consider • look into

D Look at the final paragraph and find two recommendations which are not mentioned earlier on in the report. Use these points to complete the two unfinished sentences in the second and fourth main paragraphs of the report. Use your own words and an appropriate formal style.

Plan ahead

A exam practice

a report

You help produce your college newspaper. Your editor has asked you to interview students at your college to find out their opinions about the quality of the newspaper, and to present your findings in a report.

How should you write a report?
 a Always have four main paragraphs.
 b Choose an appropriate number of paragraphs for the information you want to present.
 See *Writing database* on page 202 for further information.

B Look at the question in Exercise A and use your imagination to answer these questions.

- 1 What's the name of your editor?
- 2 What's the name of the newspaper?
- 3 What different features and content are currently in the newspaper?
- 4 What do the students like about this content?
- 5 What do they dislike about this content?
- 6 What would they like to see included which is not included at the moment?
- 7 How often does the newspaper come out?
- 8 Do they think that is often enough?
- 9 Did the students make any other points you want to include in the report?
- 10 What suggestions and recommendations for improvement will you make?

C Decide on your paragraph headings and make a paragraph plan.

D Write your report in 120-180 words in an appropriate style.

E When you have written your report, make sure that you have:

- used paragraph headings
- presented your findings clearly
- made suggestions and recommendations
- used report words and phrases
- used formal language



Writing: report (page 112)**Word power**

- Introduces relevant vocabulary.

Starting point

- For the second question, elicit all the types of article a school magazine could contain, as in the Word power box.
- Make sure all the words in the box are covered. If they haven't been mentioned, ask questions which focus on their meaning,
eg *What sort of content should it have – humorous, informative, gossipy, etc?*

A

- This task focuses on the form of a report.

Answers

- | | |
|--------------------|-----------|
| 1 To | 2 From |
| 3 Subject | 4 Date |
| 5 Introduction | 6 Quality |
| 7 Number of issues | 8 Content |
| 9 Conclusion | |

B

- This task focuses on the content and register of a report.

Answers

- 1 Ben Parker, a student
- 2 The teacher in charge of the magazine
- 3 Formal
- 4 Because, in a report, it has to be absolutely clear what each paragraph is about.
- 5 To bring out 'Together' more often; to make it colour; to have more photographs and to have a creative writing section
- 6 In the conclusion

C

- This focuses on formal words often found in reports.

Answers

As requested – as you asked
 regarding – about
 findings – what I have found out
 outlined – briefly given
 On the whole – generally
 positive – good
 The majority of – most of
 come out – be published
 Secondly – the second point is ...
 To sum up – in conclusion
 consider – think about
 look into – think about

D**Answers**

- The two recommendations are to make it colour and to include a creative writing section.
- (Second paragraph): However, many readers said that they would prefer the magazine to be in colour, as black and white was very dull.
- (Fourth paragraph): Secondly, some students suggested that we should include a creative writing section, where students can publish original stories and poems.

Plan ahead**How should you write a report?****Answer**

b is the right answer

- The number of paragraphs depends on the number of different points the writer wants to make: one paragraph per point.

Refer students to the Writing database on page 202.

A Exam practice a report

- Do the preparatory exercises first.

B

- Ask the students to make notes in answer to these questions in pairs. You may need to prompt students for some answers so have some suggestions ready such as a name for the newspaper.
- When they are ready, ask the pairs to read out their notes and write up suitable answers on the board. This may help give students ideas regarding content.

C**Answers**

- 1 Introduction
(who was interviewed, when and about what)
- 2 General opinion of the magazine
- 3 Quality
- 4 Number and date of issues
- 5 Content
- 6 Conclusion

D

- Do the task in class. Allow twenty minutes, and monitor students carefully. You could also assign it as homework.

Answer

To:

From:

Subject:

Date:

Introduction

As requested I have interviewed students at the college about their views on the quality of the college newspaper. These are my findings.

Quality

In general, the majority of the students I interviewed were enthusiastic and positive about the quality of the newspaper. They find it gives them information on all important events at the college. However, they find that the quality of the printing is not always very good, so some articles are difficult to read.

Number and date of issues

Most of the people interviewed would prefer the newspaper to come out less often. They would prefer to have one longer edition once a month rather than a weekly newspaper.

Content

Although most students enjoy the 'College Events' section, many people commented that there was not enough sports coverage. Secondly, some students suggested that it should include competitions for readers.

Conclusion

To sum up, we should consider bringing out the newspaper only once a month and including more articles on sports events. We should also have a section for competitions and check the quality of the printing.

E

- Remind the students to check their work, and each other's work, with this checklist.