

## HOW TO WRITE A REPORT

A report is a type of writing which gives the information collected by its author on a specific topic for, finally, offering a recommendation on what to do, or not to do, in relation to the topic raised.

### STEPS:

1. Have a clear and well-organized structure.
2. The report you need to include a **title**, an **introduction**, **headings**, and conclude with a **recommendation** –all these in different paragraphs-.
3. Language is formal, so avoid contractions (aren't, wasn't, etc.)
4. It is very important in the report to connect the arguments in a given order.

#### **Introduction**

This report is intended for.../Este informe es para

The objective/aim of this report is to.../El objetivo de este informe es

#### **Reporting results**

Some people are saying.../Alguna gente dice

Many people complained, suggested, recommended..../Mucha gente se quejó, sugirió, recomendó

#### **Presenting a list**

The following items should be taken into account/Deberían considerarse los siguientes puntos:

Please, consider the following points: Por favor, considere los siguientes puntos:

- 1.
- 2.

#### **Making recommendations**

Therefore, I would recommend that.. En consecuencia, yo recomendaría...

It would be advisable... Sería aconsejable...

### Analysis of the report

**(1) Title.** This writing is not a letter, so you should think of a title bearing in mind the instructions.

**(2) Introduction.** First I say what the report is about and then how I got the information to do it.

**(3) I use subheadings and bullets** (they can also be numbers) to present the information. In this way, the reader can understand the information more quickly.

**(4) Recommendation:** The phrase '*In light of the above*' is a good way to connect all the information provided, with my conclusion and final recommendation. Also, it will be valid with a phrase like "I would therefore recommend ...".

### **SAMPLE 1**

Question:

You recently attended an English language course. At the end of the course you were given the following letter:

We hope you have enjoyed studying with us. In order to plan future courses we would be grateful if you could write a short report giving us your views of the course. If you have any suggestions we would also like to hear them.

Thanks in advance.

Mrs Galton  
The Principal

## **SOME ADVICES TO IMPROVE THE ENGLISH LANGUAGE COURSE**

### **INTRODUCTION**

This report is intended to evaluate the success of the six-month English Course, which I have attended recently at the Academy Center in English.

### **NEGATIVE POINTS**

First of all, as there were twenty of us in the class, we were a bit crowded, and also the computer room was not big enough for all of us. Another thing to mention as a drawback is the cost of the course being too high.

### **PLUSES**

As I had expected, the teachers were well-qualified and friendly. What is more, there was a pleasant atmosphere among the other students. As a consequence, my English improved a lot.

### **CONCLUSION**

To sum up, my only suggestion would be reducing the number of students per class. Otherwise, the course was great and interesting and I have enjoyed studying. I would recommend it to my friends and I am sure I will be back in the future.

## **SAMPLE 2**

### **Question:**

Last year a new sport and leisure centre opened in your home town. You have recently received the following letter from the manager of the centre:

I am writing to all members of the Active Leisure Club to thank you for your custom over the last year. We want to make the facilities even better this year! Please send a short report to us, telling us what you think are the best and worst aspects of the club. We also want to hear your suggestions for new facilities...

## **IMPROVED FACILITIES AT ACTIVE LEISURE CLUB**

### **Introduction:**

The aim of this report is to summarize the best and worst aspects of the club. The report is based on the opinions of my family members who have been using the club's facilities.

### **Best Aspects:**

The various facilities are convenient and cheap to use. The changing rooms of the swimming pool, for instance, are very clean. It is fairly inexpensive to eat in the cafe. The gym's equipment is good and the service is also fairly good.

### **Worst Aspects:**

The facilities are not open on Saturday and Sunday evenings, which we think is really inconvenient. The badminton courts are not available. The cafe is insufficient for so many customers, especially as there are no other restaurants.

### **Recommendations:**

To conclude, the facilities are well-organized but there are some suggestions from us: extend the opening hours on weekend evenings. Install badminton courts as more and more people are taking up the sport. Install some restaurants for the additional customers and some drinks machines may be necessary as well for the time when the cafe or restaurants are closed.