How to write a report



A. **Here are five statements about writing reports for an English exam. Two of them are false. Talk with a partner and identify the false statements.**

1. A report should have a formal style.
2. A report is usually written in 1st person.
3. Reports normally include recommendations.
4. A report should use interesting adjectives to make it more exciting.
5. Reports should include a title and paragraph headings.

B. Look at the following report task. Discuss with a partner the best way to organise the report into four sections. What would the title be for this report? What would paragraph headings be for each section?

> **Your English class has been talking about the benefits of green spaces in your town. Now your teacher wants you to write a report. Your report should include:**
>
> - **A description of the green spaces in your town.**
> - **Suggestions for improvements to the current green spaces.**
>
> **Write your report.**

C. The following phrases for writing reports have a word missing. Fill the gap with a word from the box.

suggested	situation	issue	majority	aim
aspects	action	strongly	several	findings

1. The ..... of this report is to...
2. This report considers several ..... of [topic] in order to...
3. The ..... of this report/survey are outlined below.
4. One ..... is that...
5. The current ..... is unacceptable because...
6. According to ..... students/employees/clients...
7. It was ..... that...
8. The vast ..... of students/employees/clients believe...
9. I would therefore ..... recommend...
10. Based on the above, the best course of ..... would be...

D. Use the phrases from C to complete the sample report on the following page. Adapt them where necessary. There are two extra phrases that you do not need.

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The Benefits of Green Spaces in Our Town

Introduction

1. ..... show how green spaces play a vital role in the beauty and environmental health of any community.
2. ..... provide an overview and suggest some improvements that can be made to improve their value.

Description of Green Spaces in Our Town

Our town has several green spaces that are used as recreational areas for the local community. These include parks, playgrounds, and public gardens that provide space for people to relax. The most popular green space is the town park, which has walking paths, sports facilities, and picnic areas. However, 3. ..... the amount of rubbish reduces the appeal. 4. ..... people we spoke to at the town park, there is also a lack of facilities.

Improvements to the Current Green Spaces

5. ..... the spaces have been neglected. Firstly, 6. ..... more litter bins could be placed to encourage people to dispose of their rubbish. Secondly, 7. ..... additional seating areas could be installed to allow people to sit and relax in different areas of the parks. Finally, the addition of more plants and trees could help improve the air quality.

Conclusion

In conclusion, our town is fortunate to have green spaces that provide recreational opportunities. However, 8. ..... to implement the suggested improvements in order to make them more enjoyable for everyone.

E. Choose one of the options below and write your report.

OPTION 1

In your English class, you have been discussing the effects of pollution on the local wildlife. Now your English teacher has asked you to write a report. In your report, you should:

- Describe the pollution that affects the local area and wildlife.
- Explain what improvements or regulations you would like to see.
- Say why these changes would benefit the local population.

Write your report.

OPTION 2

Your local government wants to make your town more attractive to tourists without negatively affecting the local population. Your college class is going to write a report on the situation to send to the local government. In the report, you should:

- Describe why tourism would be beneficial to the town.
- Give recommendations for ways to make the town more attractive to tourists.

Write your report.

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ANSWER KEY

A. The false statements are

2. A *report is usually written in 1st person*. – Limited use of 1st person is OK, but an impersonal style fits better for a formal, professional report.

4. A *report should use interesting adjectives to make it more exciting*. – While a report may include some adjectives, the purpose of a report is to inform, not to excite the reader.

B. *Answers will vary*

Title: The Benefits of Green Spaces in Our Town
Section 1: Introduction
Section 2: Description of Green Spaces in Our Town
Section 3: Improvements to the Current Green Spaces
Section 4: Conclusion

C.

1. The aim of this report is to...
2. This report considers several aspects of [topic] in order to...
3. The findings of this report/survey are outlined below.
4. One issue is that...
5. The current situation is unacceptable because...
6. According to several students/employees/clients...
7. It was suggested that...
8. The vast majority of students/employees/clients believe...
9. I would therefore strongly recommend...
10. Based on the above, the best course of action would be...

D. Possible answers; other suitable phrases may also fit.

The Benefits of Green Spaces in Our Town

Introduction

1. *The aim of this report is to* show how green spaces play a vital role in the beauty and environmental health of any community. 2. *This report considers several aspects of local green spaces in order to* provide an overview and suggest some improvements that can be made to improve their value.

Description of Green Spaces in Our Town

Our town has several green spaces that are used as recreational areas for the local community. These include parks, playgrounds, and public gardens that provide space for people to relax. The most popular green space is the town park, which has walking paths, sports facilities, and picnic areas. However, 3. *one issue is that* the amount of rubbish reduces the appeal. 4. *According to several* people we spoke to at the town park, there is also a lack of facilities.

Improvements to the Current Green Spaces

5. *The current situation is unacceptable because* the spaces have been neglected. Firstly, 6. *the vast majority of park users believe* more litter bins could be placed to encourage people to dispose of their rubbish. Secondly, 7. *it was suggested that* additional seating areas could be installed to allow people to sit and relax in different areas of the parks. Finally, the addition of more plants and trees could help improve the air quality.

Conclusion

In conclusion, our town is fortunate to have green spaces that provide recreational opportunities. However, 8. *based on the above, the best course of action would be* to implement the suggested improvements in order to make them more enjoyable for everyone.

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E. SAMPLE ANSWERS

OPTION 1

The Effects of Pollution on Local Wildlife

Introduction

The aim of this report is to discuss the effects of pollution on the local wildlife and suggest ways in which improvements or regulations can be made to protect the environment. The issue of pollution has become a growing concern for our community, and the consequences for the wildlife are alarming.

Pollution in the Local Area

According to several studies, the most common types of pollution are air, water and land pollution. These have severe effects on wildlife, including respiratory problems, skin diseases, and decreased reproductive abilities. One issue is that factories continue to release harmful chemicals into the air and water, and many people dispose of their waste irresponsibly. The current situation is unacceptable because it not only harms the wildlife but also threatens the health of the local population.

Improvements and Regulations

It was suggested that to address the issue of pollution, individuals and companies should be held accountable for their actions. The vast majority of students believe that more recycling programmes should be implemented to reduce the amount of waste that goes into landfills. By implementing these changes, the improved air and water quality would lead to healthier living conditions. I would, therefore, strongly recommend that the local government take action.

Conclusion

Based on the above, the best course of action would be to regulate the industry and implement recycling programmes to protect the environment and wildlife. We must act now to reduce the harmful effects of pollution and protect our planet for future generations.

OPTION 2

Recommendations for Increasing Tourism in Our Town

Introduction

The aim of this report is to provide recommendations to the local government on how to make our town more attractive to tourists, while ensuring that the local population is not negatively affected. In this report, we will discuss the benefits of tourism to the town and provide recommendations on how to increase tourism in a sustainable and responsible manner.

Benefits of Tourism

Tourism has the potential to bring many benefits to our town. Firstly, it can improve the local economy. Secondly, it can promote the town's cultural and historical heritage, attracting visitors who are interested in learning about the local area. Finally, increased tourism can also help to improve local infrastructure, such as roads, public transport, and public facilities.

Recommendations for Increasing Tourism

To make the town more attractive to tourists, several recommendations can be considered. The town can create more cultural and historical events and festivals that highlight the unique features of our town. This will not only attract tourists but also bring the local population together in a celebration of our town's heritage. Additionally, the local government can invest in infrastructure that will make the town more accessible, such as improved roads, public transport, and accommodation.

Conclusion

Based on the above, the best course of action would be to invest in local tourism. I would therefore strongly recommend that the local government considers these recommendations and works towards making our town an attractive and welcoming destination for tourists.

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