

## Writing reports

Reports are frequently used in business. They contain data, information and discussion on important issues: reports usually follow the format given below.

- 1. Title of report
- 2. Name of the report writer
- 3. Introduction: explain why the report is being written.
- 4. Findings: this is the most important part of the report. It contains the information and the arguments of the report. It should also include the sources of the data used.
- 5. Conclusions: look at findings and state their logical implications. This part could also contain the recommendations, that is suggestions for action which are based on the analysis of the findings.
- 6. Date of report



Pair work. The text on the right gives advice on how to organise your report. Read it with a partner and decide

- which are the five most important suggestions
- which suggestions you don't find particularly useful;
- what you would find particularly difficult to do;
- · the order in which you would do the task.



## **GUIDELINES FOR WRITING REPORTS**

- 1. Assemble all the relevant material.
- 2. Be concise: avoid long explanations and keep to the point.
- 3. Check your grammar, your spelling, and your punctuation.
- 4. Choose the right style and tone
- 5. Decide which information is useful and which is not
- 6. It is important that you take into consideration who the report is for and how this person is going to use it.
- 7. Once you have finished your report, read it
- 8. Prepare a plan of your report: define the main points, number them in a logical sequence, and in order of importance.
- 9. Be consistent: make sure that all sentences follow the same grammatical pattern. It should be excellence ornall
- 10. Remember that reports should be objective and factual. Write in full sentences and use third person and reported speech. Do not use I/you.