**REPORT**

Formal English (no contractions, avoid phrasal verbs), factual (use passive voice, avoid the personal pronoun “I”)

~~It’s~~ – It is, I’m – I am

It is suggested that/It is recommended that/It can be concluded that …

~~I believe~~ – It is believed that …

**Layout:** To/From/Subject/Date/Paragraphs with subheadings!!!

**Introduction:**

The aim/purpose/objective of this report is to analyse … (analysieren)

to evaluate … (bewerten)

to discuss … (erörtern)

to describe … (beschreiben)

to explain … (erklären)

to list … (auflisten)

This report is based on a survey (Meinungsumfrage) for which … people were interviewed.

To gather information a survey was carried out for which … people were interviewed.

The findings/results are presented/listed below.

**Main body (paragraphs with subheadings):**

The majority of interviewees said … (reported speech)

Only a small/tiny proportion of participants claimed/said …

The results of the survey show/indicate …

In general, it was found …

Surprisingly,/Unsurprisingly, …

Nearly all the respondents …

Almost all the people interviewed …

Hardly any of the interviewees …

On average, …

Moreover,/Furthermore,/In addition,/Additionally, …

Therefore/Thus/Hence/Consequently …

However, …

Nevertheless/Nonetheless, …

**Conclusion** oder **Recommendation(s)** (je nach Aufgabenstellung)

**Conclusion (Schlussfolgerung):**

In the light of these findings it can be said that …

It can be concluded …

It can be seen …

**Recommendation/s:**

In the light of these findings it is recommended that …

It is advisable that …

It can be suggested + verb + -ing!