Opening the introduction
– The purpose of this report is to…
– I have written this report to…
– This report has been written in order to…

Explaining what you did in order to write the report
– In order to prepare this report…
– To do so, I…
– The data in this report was obtained by…
– In order to help make this decision,…
– … asked/ discussed/ gave out a questionnaire/ surveyed…

Giving the most important information
– The main/ most important/ biggest/ most significant…

Contrasting
– However,…
– In contrast,…
– Although …, …

Reporting what people said
– A few/ Some/ Many/ Most/ The majority of/ Almost all the people said/ reported/ complained/ recommended/ believed/ thought/ claimed…
– … are concerned/ worried/ surprised…

Giving more information
– In addition…/ …also…
– The second most important/ biggest/ most significant…
– Another/ An additional/ A further…

Summarizing
– Although reactions were mixed, on the whole…
– On balance,…
– It can be seen from the data/ reactions/ information above that…
– Looking at all the things people said, on the whole…
– Taking everyone's comments into consideration,…
– Despite the… above, in general it is clear that…
– Overall,...

Concluding
– For this reason,…
– Due to this,…
– Therefore,…

Recommendations
– I (strongly) recommend/ my recommendation is to/ it is recommended that…

Don't forget to include **headings** for different sections and **bullet points**!