

1 To: Mr. Hubert
2 From: Melanie Talent
4 Date: 31.01.20..

3 **Subject: Analysis of household tasks done by men and women in Great Britain.**

Introduction

The chart above provides an overview of the average amount of time British men and women use for domestic tasks. In general, it can be seen that women spend four hours on household tasks, while men only spend approximately two and a half hours.

Household tasks performed by women and men

5 According to the chart, women are more likely to perform tasks connected to cooking, cleaning, washing and childcare. In comparison, women spend about 74 minutes on cooking, baking and washing up, while men only spend 30 minutes in doing these tasks. In addition, women use 58 minutes a day for tasks such as cleaning and house tidying, whereas men devote just 13 minutes to these activities. However, there are a few areas where men are more active than women, i.e. gardening, pet care and maintenance jobs around the house. The statistics say that men spend 49.5 minutes a day on gardening and pet care, while women spend only 21 minutes in doing these tasks.

Recommendation

To achieve a balance, it is recommended to initiate measures concerning equal distribution of household chores. This can be achieved through an extensive advertising campaign including television, radio and newspapers.

Conclusion

6 All in all, the chart above underlines the fact that routine domestic duties are primarily taken care of by women, while men prefer tasks like gardening, house maintenance and pet care.

Source: Sonja Häusler / Karin Pürer: Neue Reifeprüfung schriftlich. Englisch AHS. Linz: Veritas 2015, S. 17

Checklist for reports

- ☐ Always give the addressee, the author's name and the subject of the report.
- ☐ Analyse any statistics or diagrams as clearly and precisely as possible.
- ☐ Draw conclusions from the statistics and make sensible and suitable recommendations.
- ☐ Use sub-headings to show clearly what each paragraph is about.
- ☐ Use formal or neutral language. Do not use contractions: I am (not I'm), We cannot (not we can't)

Useful phrases for reports

- The aim of this report is to ...
- The chart above provides an overview of ...
- The chart above shows (how many) ...
- In general, it can be seen that ..., while ...
- According to the chart, ...
- In addition, ...
- In comparison, ...
- However, ...
- The statistics say that ...
- (To improve this situation,) I would suggest / recommend that ...
- This can be achieved through ...
- We should / could also consider ...
- All in all, the chart above underlines the fact that ..., while ...