WRITING GUIDE   A report

A report sums up the main information from a presentation, a survey, a meeting or perhaps some kind of incident such as an accident. It is usually written for somebody in authority (your boss, the head of a school, …).

(1) layout:
recipient
author
date
subject
paragraphs with sub-headings

(2) The subject line clearly describes what the report is about.

(3) Introduction:
Why are you writing about the subject?
For whom? Where did you get the information from?

(4) Paragraphs for each main point with a clear subheading that explains what the paragraph is about.

(5) Recommendations (optional – dependent on the purpose of the report)

(6) style: formal/neutral
Think about your reader! Who is going to read your report? Which style of writing will you use for your reader?

(7) no short forms

(8) Avoid the use of the first person (*I think, …*) and make use of passive constructions (*It is recommended that …*)

To: World Bank Youth Fund
From: Lukas Meier, Klagenfurth, Austria
Date: 5 May 20..

Subject: The future of e-learning in schools

Introduction
The source for this report is a 2011 survey of 1398 US high school students. They were asked to rate a range of e-learning devices on a scale of 0–5 for various learning tasks. The devices were a desktop PC, a notebook computer, a tablet computer and a smartphone. The tasks were:
- note taking in class
- writing and editing asssignments
- Internet research
- working together
- reading e-textbooks

Findings
The key findings were that the tablet and the notebook were considered the best tools for most of the tasks, although the desktop PC was rated highest for writing and editing assignments and scored highly for Internet research. The smartphone received the lowest overall rating.

The tablet was rated highest or joint-highest for three out of the five tasks: note taking, Internet research, working together and reading e-textbooks.

Possible reasons
The survey report did not include the reasons for the ratings, but the tablet has many clear advantages for e-learning: it is convenient to carry around and use anywhere; it has a large screen suitable for reading large amounts of text; it is relatively inexpensive and it is perfectly designed for using with interactive e-books.

Although the smartphone is versatile and convenient, its screen is small for reading long texts, it has small keys and perhaps students associate it with free time rather than school work.

Recommendations
If schools are to be given World Bank funding to buy e-learning devices, then tablets should be considered the best option, with notebooks the next best option.

Conclusion
In conclusion it has been shown that each of the e-learning devices has its strengths and weaknesses, but that overall the tablet is the most promising device for the future of e-learning in schools. It should therefore be considered for World Bank funding.

PHRASE BANK

Introductions:
As requested, I have (visited, analysed …) … in order to …
As requested, this report is to ….
The purpose of this report is to …
This report aims to give the reader an idea of …
The aim of this report is to   present the findings of
answer the question if
provide an overall picture of
point out that
analyse
recommend
discuss
The report is based on a survey among …
The source of this report is ….

Findings:
The majority thinks/believes that …
The minority says that ….
The minority is of the opinion that …
25 percent feel that ….

75 percent claim that …
More than / Less than 40 percent believe that …
The number of … is rather high/low.
It is quite surprising that …
It is remarkable that …
According to the chart, …
The statistics say that …

Possible sub-headings:
General information
Findings
Positive points
Negative points
Recommendations

Conclusions:
In spite of the disadvantages, it is recommended
It would be advisable to …
It would be a good idea to/if …
Finally, we can say that ..
Summing up, it can be said …