Task 1.

1. From the list (a-u) below, take five sections that appear in an e-mail rather than in a report. (5 points) and put them in order in the separate list on the right.

a) Salutation

b) Introduction

c) Recommendations

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) Discussion

e) Foreword

f) Findings

g) Contents

h) Conclusions

i) Acknowledgements

j) References/Bibliography

k) Appendices

l) Subject line

m) Postscript

n) Index

o) Executive summary

p) Cover page

r) Complimentary closure

s) Signature

t) Methods and materials

u) List of figures

2. A successful report has no set structure, but it usually follows a certain pattern. Arrange the remaining 15 sections in the most typical order. (15 points)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dictionary:

findings - information that you discover or opinions that you form after doing research

acknowledgements – a short text at the beginning or end of a book where the writer names people or other works that have helped in writing the book

references – a book, article etc. from which information has been obtained

bibliography – a list of books, articles, etc. that have been published on a particular subject

complimentary closure – the words that conventionally come immediately before the signature of a letter and express the sender's regard for the receiver