

SHORT REPORT

Write a short report based on the case study on page 40 in your Coursebook.

Read the brief concerning DigitalVisions and the role plays on pp 137, 138 and 140 to give you a general idea about the subject matter as well as the individual viewpoints of the subjects involved (i.e. the Director of Information and Public Policy, the European Director and the Trade Union). Also read what Paolo Orsolani, a legal specialist says about the dilemma facing DigitalVisions (see transcript p. 167)

Think about the best way to deal with the problem.

In the short report (about one A4 size page, double spaced) summarize the situation and outline the solution you consider the best. The short report will be sent to the headquarters of the American corporation and the management of the European subsidiary. It should be written from the point of view of a member of staff.

How to write it

- Remember that the language should be clear, the structure logical and easy to follow.
- Do not forget to **explain the purpose of the report** at the beginning.
- Divide the report into sections (see Style guide, p. 29). These could include title, summary of the subject matter, introduction, development, viewpoints of parties involved, proposal to a solution, recommendations, conclusions etc. (in our case three sections would be sufficient)
- To help the reader follow the arguments, you can number the headings, put headings in bold type, make lists (of arguments, people involved etc.) using bullet points (odrážky) or highlight main ideas.

Concerning the language and style of reports we often use phrases;

- showing cause and effect (due to, consequently, as a result of this, for this reason, therefore...)
- showing contrast (however, on the other hand, but, yet, although, though, despite...)
- adding a point or an idea (moreover, furthermore, in addition...)
- focusing attention on a specific topic (regarding, concerning...)
- summarizing (to sum up, in summary, on the whole...)

As reports are written in a neutral or formal style, try to avoid the personal pronoun “I”.

When you have finished, check your writing for:

- logical structure
- clarity of ideas
- accuracy of language
- appropriateness of style

For more information how to write a short report consult your Style guide p.28.