How to write a report

* What is your experience with writing reports? What kinds of reports have you written so far? What are their characteristics?

What is a Report?

Essentially, a report is a short, sharp, concise document which is written for a **particular purpose** and audience**.** It generally **sets out and analyses a situation or problem**, often making **recommendations** for future action. It is a factual paper, and needs to be **clear** and **well-structured**.

**Whereas an essay presents arguments and reasoning, a report concentrates on facts.**

### **Reports may contain some or all of the following elements:**

* A **description** of a sequence of events or a situation;
* Some **interpretation** of the significance of these events or situation, whether solely your own analysis or informed by the views of others, always carefully referenced of course;
* **Discussion** of the likely outcomes of future courses of action (what might happen);
* Your **recommendations** as to a course of action; and
* **A conclusion**.

(Adapted from: https://www.skillsyouneed.com/write/report-writing.html)

* Watch a video about how to write a report and write down the important steps.  
    
  <https://www.youtube.com/watch?v=GV4yMF8vx6o>

Useful language

**Reporting verbs**

agree, refuse, offer, ask, decide, state, claim, promise, encourage, warn, threaten + INFINITIVE

recommend, suggest, accuse of, apologise for, deny, admit to + GERUND

say, tell, ask – study the grammar rules for using reported speech after these verbs

**Expressing degrees of certainty**

I am/ it is certain that …

It´s highly probable that …

It´s quite likely that …

This could lead to …

It´s possible that …

It is improbable/unlikely that …

I´m not certain that …

I have doubts about …

**Making a suggestion**

I (would) suggest/recommend/advise …

In my view, the solution could be …

I would propose that …

**Expressing degrees of importance**

It is essential to realize that …

Let me emphasize that …

We mustn´t underestimate (the importance)…

I believe we cannot overlook the fact that …

(Adapted from *The Language of meetings*, Thomson, 2007)

You have listened to a dialogue between a physician, Maddie and her mother. You are going to **write a short report (150-200 words)** about the problematic situation for Maddie´s teachers to practice your skills.

* Write an **introduction** to give the general idea of the interview.
* Look back at your notes and **report on the current problem** in a clear and organized manner.
* **Discuss** some possible **future problems**.
* Give your **recommendation**.
* Write a conclusion where you state your **overall attitude** towards the problem.
* Remember to use **formal language** in your report and give it a **good structure**.
* Read your report to the person next to you and give each other **feedback** on how **accurate** the report was and how **easy** it was **to follow.**
* Did you come up with the same recommendations? Discuss your ideas in small groups.