

***The report often scares students, but in reality it can be a straightforward task. The purpose of a report is to inform the target reader about a given topic, and to evaluate it. At the end, you make recommendations about how to improve the topic for the future. Make sure you give each paragraph a heading.***

## INGREDIENTS

### INTRODUCTION

- 1) *Introduce the context of the writing*
- 2) *Explain the purpose of the report. Paraphrase the question.*

### FUNCTIONAL LANGUAGE: EXPLAINING SITUATION

*Narrative tenses + passive structures* are useful to explain the current situation.

### FORMAL LANGUAGE = DISTANCE

Use past tense forms and modal verbs to create a social distance between yourself and the reader  
*WOULD/COULD/MIGHT/MAY + INFINITIVE / BE + ADJ*

**STATISTICS** are an important element of a proposal, and can help your writing seem more genuine.

*A questionnaire / survey was conducted amongst + group...*

The vast majority of people/respondents

A large percentage of...

A significant number of...

Around half of the...

Less than half of the...

A handful of...

A small fraction of...

Hardly any...

**REPORTED SPEECH** can be used to express people's opinions

STATISTIC PHRASE	PERSON	REPORTING VERB
		COMMENTED
		CLAIMED
		ARGUED
		STATED
		SAID
		REPORTED
		FELT
		BELIEVED

### EXPRESSING OPINION

There is no doubt that...

Clearly...

Arguably...

... is undeniable

... is vital

This report's position is...

### INTRODUCING BULLET POINT / A NUMBERED LIST

The main reasons for this are...

...for the following reasons...

The key strengths mentioned were...

The main problems / issues given were...

### CLEFT SENTENCES

What + verb phrase + be + clause

It + be + noun phrase + clause

### NEGATIVE INVERSIONS

Negative adverb + auxiliary + subject + clause

Not only + auxiliary verb + subject + clause, but also + clause

### MIXED CONDITIONALS

If + past perfect + would + infinitive

If + past + would have + past participle

### INTRODUCING RECOMMENDATIONS

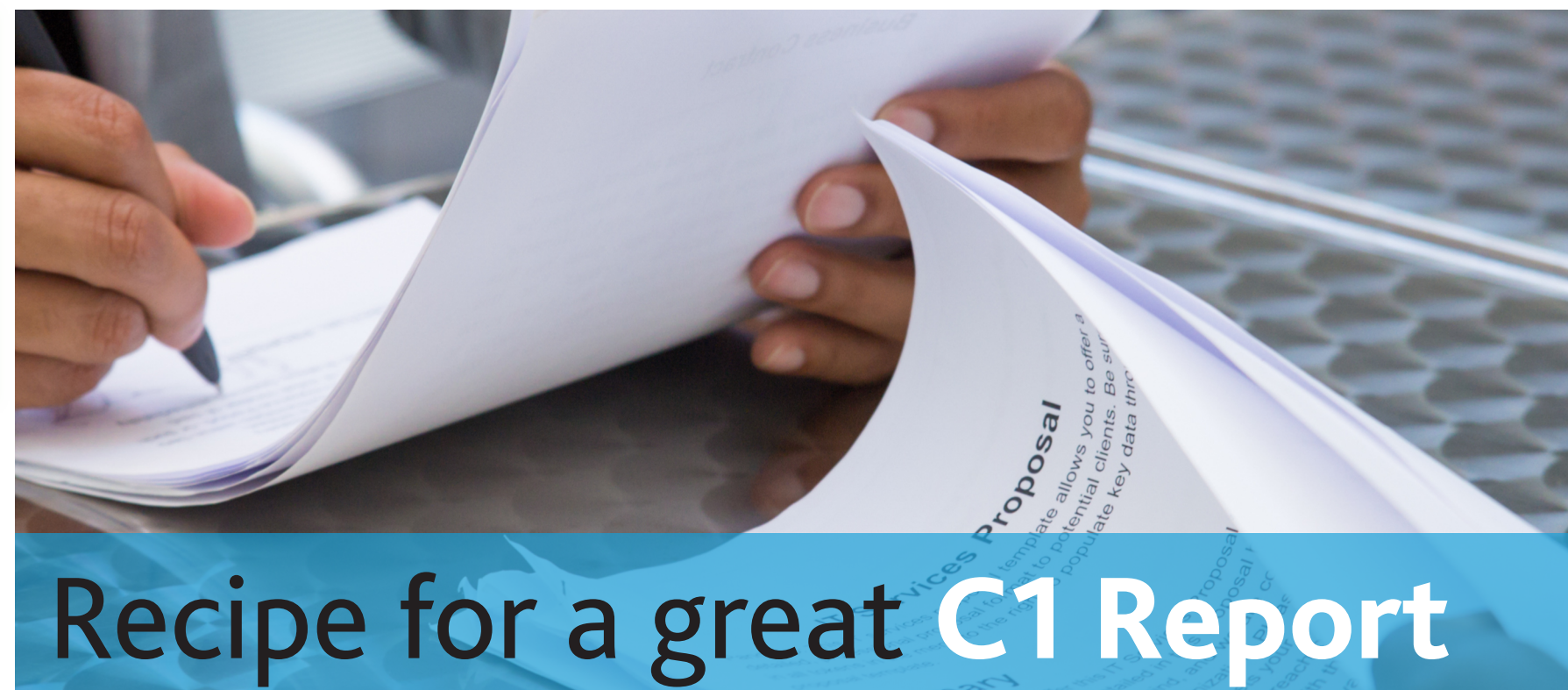
It is recommended that...

It is suggested that...

We should think about...ing

We recommend...ing

It is essential that...



# Recipe for a great C1 Report

### AN INFORMATIVE TITLE

*Simply state the topic or issue.*

### INTRODUCTION

In the first sentence, introduce the general topic and explain why it is important or relevant to the target reader. In the second sentence, introduce what aspects the report will discuss, and explain that you will give some recommendations at the end.

### MAIN PARAGRAPH ONE

Here you will discuss one or two of the questions you've been given. It might be a good idea to use some statistics or reported speech to explain your ideas. Remember to include your own ideas and examples. Think about the target reader and what information they expect to read.

### MAIN PARAGRAPH TWO

Discuss the remaining questions. Remember to keep the information relevant to the question. You could include another statistic, but make sure you are using different language to express your ideas. Think about the target reader: why are they reading this report?

### RECOMMENDATIONS

In the first sentence, make one or two recommendations about your topic. These should be connected with the ideas you spoke about in the main paragraphs. In the final sentence, explain what effect the recommendations would have on the topic you are discussing.

## METHOD

1. Read the exam question carefully. Identify the topic, the questions, the target reader, and the style (formal).
2. Plan your ideas. Use the information in the question to decide what your four headings should be (although *introduction* and *conclusions and recommendations* can be used in any proposal)
4. Invent statistics to support your ideas. Think about where you will include these in the writing task.
5. Select some ambitious language from the ingredients to include in your writing, and think about how you can adapt the opening and closing paragraphs.
6. Slowly and carefully write your report, making sure that you are writing in an appropriate formal style. Try to avoid using the first person as much as possible.
7. Read the exam question again. Have you included all the necessary information?
8. Write a simple and informative title.
9. Check your work carefully for your typical mistakes. This will take about 5 minutes.

