

## CAE – Writing Revision of Part 2: Reports

### Part 2. Report.

**Tip 1.** Your report must be **neutral, descriptive** and **factual**. Use passive structures. It is addressed to one person (a supervisor, a director or a colleague)

**Tip 2.** Make sure you follow the layout below :

<p><b>To:</b></p> <p><b>From:</b></p> <p><b>Subject:</b></p> <p><b>Date:</b></p> <p style="text-align: center;"><b>Introduction</b></p> <p>The purpose of this report is to....</p> <p style="text-align: center;"><b>Subheading (2)</b></p> <p>Give the relevant facts</p> <p style="text-align: center;"><b>Subheading (3)</b></p> <p>Give the relevant facts</p> <p style="text-align: center;"><b>Subheading (4)</b></p> <p>Give the relevant facts</p> <p style="text-align: center;"><b>Conclusion</b></p>
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#### Opening paragraph:

- This report **summarises** the...
- The report will also **analyse** how...
- This report will **assess** the current situation in/of.... and
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- The **purpose of** this report is to...
- The **aim of** this report is to...

**Body paragraphs:** Signpost clearly your key points

Mentioned before	Introduce a new point
<ul style="list-style-type: none"> <li>● As already discussed...</li> <li>● The previous statement confirms...</li> <li>● As mentioned at the outset...</li> <li>● The aspects covered earlier suggest..</li> </ul>	<ul style="list-style-type: none"> <li>● Further ideas will be elaborated in the next two sections</li> <li>● It should now be considered whether...</li> <li>● It would therefore appear that...</li> </ul>

#### Closing paragraph:

- To conclude it would seem that...
- To sum up it is obvious that...
- All in all, I consider the suggestions above would help to...
- Should the aforementioned changes be implemented it is certain that...

**CAE – Writing**  
**Revision of Part 2: Reports**

**Revision Report 01:**

Trainer test 4

An international organisation is investigating transport issues in different towns. You have been asked to write a report in which you give information about the traffic situation in your town. Your report should briefly describe the public transport system, discussing whether it meets the needs of the local population. It should also explain what the most serious traffic problem in the town currently is.

Write your **report** in 220-260 words.

To: From: Subject:  Intro = .....  Subheading (I) =  Subheading (ii) =  Subheading (iii) =  Closing paragraph = .....
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**Revision Report 02:**

TRAINER test 6

An electronics company has invited customers to write a report on an electronic gadget. Write a report on an electronic gadget that you regularly use, such as a mobile phone or a games console. Your report should outline the gadget's capabilities and what you use it for. It should also comment on the extent to which the gadget meets your needs.

Write your **report** in 220-260 words.

To: From: Subject:  Intro = .....  Subheading (I) =  Subheading (ii) =  Subheading (iii) =  Closing paragraph = .....
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