

CAE – Writing Revision of Part 2: Reports

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

Opening paragraph:

- This report **summarises** the...
- The report will also **analyse** how...
- This report will **assess** the current situation in/of.... and
-
- 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"> ● As already discussed... ● The previous statement confirms... ● As mentioned at the outset... ● The aspects covered earlier suggest.. 	<ul style="list-style-type: none"> ● Further ideas will be elaborated in the next two sections ● It should now be considered whether... ● It would therefore appear that...

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...

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Revision Report 03:

ucles b1 test 1

You are on the Student Committee at the college where you study. A year ago, the college gave the Committee some money to start a student website. The aims of the website were to inform students about local events, to publicise college clubs, and to review products of interests to students.

The principal has asked you for a report explaining whether the website has met its aims and saying why the website should continue to have financial support.

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

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

Revision Report 04:

ucles b2 test 7

The company you work for is planning to improve the staff canteen. You have conducted a survey among employees to find out what they would like. Your manager has asked you to write a report in which you describe how you conducted your survey, explain what you discovered and recommend what you think the company should provide.

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

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