

Report

Useful Language

Report Opening

INTRODUCING:

THE AIM OF THIS REPORT IS TO...

THIS REPORT EXAMINES...

THE PURPOSE OF THIS REPORT IS TO EVALUATE...

SCOPE:

THIS REPORT IS BASED ON...

THE FINDINGS ARE DRAWN FROM...

Presenting Findings

REPORTING:

ACCORDING TO THE SURVEY...

THE RESULTS SHOW THAT...

IT WAS FOUND THAT...

DESCRIBING DATA:

A SIGNIFICANT MAJORITY...

APPROXIMATELY 60% OF RESPONDENTS...

COMPARING:

IN COMPARISON WITH...

UNLIKE THE PREVIOUS YEAR...

Concluding the Report

DRAWING CONCLUSIONS:

IN CONCLUSION, IT CAN BE SAID THAT...

BASED ON THESE FINDINGS...

RECOMMENDING:

IT IS RECOMMENDED THAT...

FURTHER ACTION SHOULD BE TAKEN TO...

CONSIDERATION SHOULD BE GIVEN TO...

Criteria

TONE: FORMAL, OBJECTIVE, AND IMPERSONAL.

STYLE: FACTUAL AND ANALYTICAL. USE HEADINGS AND SUBHEADINGS.

COHERENCE: HIGHLY STRUCTURED WITH SECTIONS AND LOGICAL PROGRESSION.

ACCURACY: PRECISE DATA PRESENTATION AND PROFESSIONAL LANGUAGE ARE ESSENTIAL

Structure

TITLE
RELEVANT TO TOPIC

Introduction

- REPORT TITLE
- TERMS OF REFERENCE
- BRIEF INTRODUCTION/BACKGROUND
- SCOPE AND METHODOLOGY

Paragraphs 2-4

- USE CLEAR HEADINGS/SUBHEADINGS
- PRESENT INFORMATION OBJECTIVELY
- INCLUDE DATA AND EVIDENCE
- USE GRAPHS/CHARTS IF APPROPRIATE
- LOGICAL ORGANIZATION

Ending

- SUMMARY OF KEY FINDINGS
- CLEAR CONCLUSIONS DRAWN FROM DATA
- PRACTICAL RECOMMENDATIONS
- FUTURE IMPLICATIONS