**Writing Task - REPORT**

Title or:

To:

From:

Subject:

Date:

**Reason of writing (Introduction)**

* The aim/objective/purpose of this report is to compare/examine/evaluate/describe/outline (some suggestions)/analyze (some suggestions)/expose/present/give information on/regarding the/recommend/consider/suggest
* This report aims to... etc.
* Nouns: information (remember: not information), ideas, suggestions, situations, conditions, comments
* in order to improve/decide
* In case of survey/discussion: It is based on a survey conducted among/It is the result of a discussion which took place among

**Body (2 paragraphs maximum)**

* Headings from the task
* It should be considered, it is worth considering
* The first observation to make is (concerns)
* First of all/Firstly
* Secondly/ Furthermore/Moreover
* Lastly/Finally
* In fact
* According to (the majority of respondents)
* However, although, alternatively
* In spite of (the fact [that])/Despite (the fact [that]) + Noun, Pronoun or ...ing
* Predicting the future: The outlook for ... is (far from [+ing]) bright/optimistic/depressing/daunting
* The future looks bleak/remains uncertain/is promising
* This seems unlikely in the near/foreseeable future
* It has been stressed that

**Making/giving recommendations**

* I would strongly recommend that ... should + bare infinitive
* In the light of the results of the survey I would advise against...
* I feel it would be to our advantage if...
* The best solution is/would be to...
* This will have an impact on + noun

**Conclusion**(s)

* As long as/provided that these recommendations are taken into consideration
* In conclusion...
* The research shows/demonstrates

From the research/the evidence we conclude that