

Report Writing Language

1. Introductions

The following report examines....
The report which follows contains....
Only areas of central importance are covered....
The survey excludes such items as....
The fieldwork commenced in January...
The present report on...is concerned with....
This report describes....
The project was commissioned in January 1998, as a result of....
The main objective of the present project was to develop....
In the following, a short summary is given of the major areas....
Research and development is described in Sections 3 and 4 of this report.

2. Reference

overleaf
above-mentioned
below-mentioned
...which was referred to above
A short description ofis given below.
As mentioned in the 2002 Report.../ As mentioned in Section 2...
For ease of reference, thje information is presented in the form of
As detailed in Chapter 2 of this report, many cases are....
As stated, the survey consists of....,
A summary of can be found in Chapter 2.....
In light of....., discussed in the preceding paragraph, it would seem that.....
.....which will be discussed below.
...see Chapter 2.
As can be seen from....

3. Statistics and Tables

| | | |
|-------------|--|---------|
| The results | | |
| The diagram | | show(s) |
| Table 1 | | |
| Graph 1 | | give(s) |
| Figure 1 | | |

Each column represents the average annual expenditure.

The data have been derived from records provided by a sample of 8,321 households.

below/above average

Expenditure on food consumption in 1976 averaged SEK 45.50 per person per week and was 16.9 percent greater than the average for the previous year

The index rose by 17.9 percent.

The real value is estimated to have fallen by....

The latter fall is attributable to

The decline was sufficient to depress the overall index....

....shows a rising / falling trend.

The results concerning the present plan....

X indicates...

As indicated by

As shown in

According to

It can be seen from

As is shown in

As can be seen in

Table 4,

At one end of the scale... while at the other end....

The following conclusions can be drawn from Table 4.

Average mortality rates are tabulated below:

Despite slight variations, the general trend seems to be....

4.Recommendations and Proposals

| | | | |
|-------|-------------|--------------------|------|
| It is | recommended | that the committee | try |
| | suggested | | go |
| | proposed | | have |
| | urged | | be |
| | | | take |

| | | | |
|-------|-----------|-------------------|-------------|
| It is | essential | that the planners | communicate |
| | necessay | | experiment |
| | urgent | | learn |
| | vital | | adjust |
| | | | Consult |

If the first option is chosen, expenses will be minimal.

More engineers should be employed because....

In the case of Nairobi, this seems particularly important...

Every effort should be made to make fishing possible...

A possible solution to the problem...

With the exception of soap, all the products are....

As far as...is concerned, it is necessary to...

5.Modifiers

| | |
|---------------------|----------------------|
| fairly | particularly |
| conclusive | tentative |
| reasonably | disastrous |
| quite | positively |
| better than average | considerable |
| largely | by far the largest |
| | cheapest |
| approximate | certainly |
| marginal | undoubtedly |
| generally | rapid |
| moderate | sharp |
| minor | steep |
| major | dramatic |

somewhat
apparent

marked
main

6.Reasons and Conclusions

Due to his careless driving, he nearly had an accident.

The fall | occurred because of | the shortage of....
| is attributable to |

This effect was offset by.....

The increased purchases contributed to

As assessment shows....

As a result of this, it was found that...

The resulting symptoms are....

This would result in serious financial loss to....

The change would render the building worthless.

| | | |
|----|-------------------------------|----------|
| It | seems | that.... |
| | was concluded | |
| | was / is generally felt | |
| | would seem | |
| | must be concluded | |
| | may be | |
| | is evident from the foregoing | |
| | is felt | |
| | can be concluded | |

Experiments have shown that

Any danger of damage must be regarded as a real....

The importance attached to...is indicated by.....

From a ...point of view, the results can be divided into...

A central issue in prediction potential for ...is the...

In the light of...., discussed in the preceding paragraph, it would seem that...

These findings are informative about...

There is insufficient basis for regardingas substantive.

The price is assumed to increase by....

There is some doubt as to...

In view of these considerations, our attitude tois somewhat sceptical.

Thus, in conclusion, most cases seem to be...

On the

| |
|----------|
| question |
| Subject |

 ofdiscussion indicated....

To summarize from....., a number of observations can be made with a view to....

7. Linking Words and Phrases

Time

- a. first, firstly, first of all, to begin with
- b. next, (and) then, secondly, afterwards, subsequently, later
- c. at this stage, meanwhile, in the meantime, at the same time, simultaneously
- d. beforehand, previously, earlier
- e. finally, eventually, in the last stage

NB: at first, at last only refer to time, not to steps in a process.

Time Relationships

After, before, while, when, as soon as, until, during, now and then, up to now

Note the following structures:

As soon as the tape is finished, it is taken to the cutting machine.

After being checked, the mother disc is used to make son discs.

Before being mixed together, the sounds are kept separate on 16 track tapes.

Comparison

In comparison to, In contrast, Similarly

Addition

Moreover, besides, ...also..., again, in addition, furthermore, too

Contrast

But, however, yet, nevertheless, on the contrary, in spite of , compared with, although, even though, on the other hand

Explanation

Complex to simple

i.e., that is to say, in other words

General to specific

e.g., for example, for instance, such as, an example of this is, an illustration of this is, that is to say

Note the following structures:

| | | | |
|-------------|--------------|--|-------------------------|
| This can be | exemplified | | as follows.... |
| | illustrated | | in the following way... |
| | shown | | |
| | demonstrated | | |

Reason

For this reason, Owing to this,... therefore...

Purpose

So that, in order that, in order to

Repetition

similarly, likewise, in the same way

Summary

So, thus, consequently, as a result, for these reasons, on the whole, in short, in brief, to sum up, in conclusion, in this way, accordingly, finally