

Study Guide

Writing Reports

Advanced (B2+ to C1)

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1. The structure of the "Writing Reports" module

The "Writing Reports" module contains six sections, six section tests and tasks, and a final test. In this module you will learn and practise useful language, writing strategies, and essential skills for writing reports.

Writing Reports (Responsive)

- ◉ Contents
- ◉ 1. An overview of reports
- ◉ 2. Analysing the brief
- ◉ 3. Describing methodology
- ◉ 4. Presenting findings
- ◉ 5. Conclusions and recommendations
- ◉ 6. Evaluating and improving reports
- ◉ Final test
- Feedback



Writing Reports

Improve your report writing skills in English in a higher education context.

1. An overview of reports

Identify characteristics and conventions, and practise the process of planning, structuring and writing a report.

2. Analysing the brief

Practise analysing a brief and given information to formulate an introduction.

3. Describing methodology

Practise signposting, describing data and writing cohesively.

4. Presenting findings

Practise interpreting information, comparing and contrasting, stating facts and giving opinions, and packing information into sentences.

Each section also contains useful report writing tips.

TIP:

Remember the checklist of information that the introduction should include:

- why the report is required
- who the report is for
- what the desired outcome is
- how the outcome will be achieved

It is best to write a short, concise introduction and not include unnecessary details.

Section 1: An overview of reports

1. An overview of reports

In this section you will identify characteristics and conventions, and practise the process of planning, structuring and writing a report.



1. What is a report?



- Read the description and report writing tips and choose the correct heading for each section.

..... ▾

A report is a concise and highly structured text designed to be easily read and to convey important information. Reports should be organised for the convenience of the intended reader. Before writing a report it is essential to identify the objective and the target reader. All reports aim to describe events, to record progress, or communicate findings, usually to inform decision makers.

In this section you will learn to identify characteristics and conventions, and practise the process of planning, structuring and writing a report.

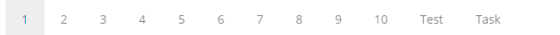
You will do a test on what you have studied in section 1 and receive a mark out of 10, which will contribute to your final assessment.

Task: You will practise writing a report outline.

Section 2: Analysing the brief

2. Analysing the brief

In this section you will practise analysing a brief and given information to formulate an introduction.



1. Briefs and introductions.



- Read three different report writing briefs and choose the introduction that matches each brief. Some words in the introductions have been blacked out.

Brief 1

To further enhance the use of technologies in the school and the service we provide for our students, it is essential that our staff and classrooms are equipped with tablet computers for students and teachers to use.

In this section you will practise analysing a brief and given information to formulate an introduction.

You will do a test on what you have studied in section 2 and receive a mark out of 10, which will contribute to your final assessment.

Task: You will practise writing a report introduction.

Section 3: Describing methodology

1. Overall effect.



TIP:

It is important to be aware of characteristics of an effective report. Aim to incorporate these characteristics into your own reports.

- Read two different versions of the Methodology section of a report. (The brief for this report appears in the previous section as Brief 2.) Choose the more effective version.

In this section you will practise signposting, describing data and writing cohesively.

You will do a test on what you have studied in section 3 and receive a mark out of 10, which will contribute to your final assessment.

Task: You will practise writing the methodology section of a report.

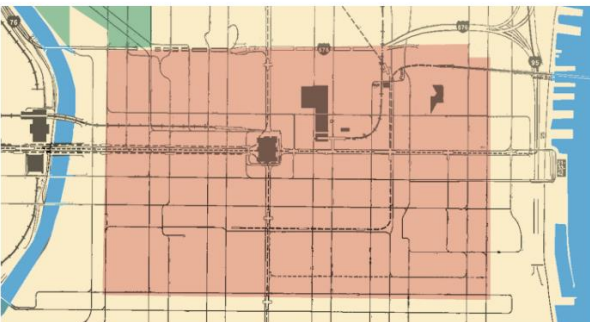
Section 4: Presenting findings

4. Presenting findings

In this section you will practise interpreting information, comparing and contrasting, stating facts and giving opinions, and packing information into sentences.

1 2 3 **4** 5 6 7 8 9 10 Test Task

4. Concession, contrasting and describing alternatives.



- Look at the examples below. Then choose the correct option to complete the sentences.

Concession

Although it is closer to the city centre, it is also the more expensive option.
Despite being closer to the city centre, it is also the more expensive option.

In this section you will practise interpreting information, comparing and contrasting, stating facts and giving opinions, and packing information into sentences.

You will do a test on what you have studied in section 4 and receive a mark out of 10, which will contribute to your final assessment.

Task: You will practise writing the findings section of a report.

Section 5: Conclusions and recommendations

5. Conclusions and recommendations

In this section you will practise common collocations, drawing conclusions from given information, useful language to use when writing conclusions and recommendations, formal written style, and describing cause and effect.

1 2 3 4 5 6 7 8 9 10 11 Test Task

2. Drawing conclusions.



- As a result of the findings in Section 4 the Nova and Toshdo tablets were shortlisted for recommendation. Look at the table of information again and answer the questions below.

TIP:

Writing summarising sentences in note form, based on the information you are given, can help you to select and organise the information to include when you are writing a conclusion.

In this section you will practise common collocations, drawing conclusions from given information, useful language to use when writing conclusions and recommendations, formal written style, and describing cause and effect.

You will do a test on what you have studied in section 5 and receive a mark out of 10, which will contribute to your final assessment.

Task: You will practise writing the conclusions and recommendations section of a report.

Section 6: Evaluating and improving reports

6. Evaluating and improving reports

In this section you will practise evaluating the effectiveness of sample reports, practise proofreading, focus on common errors, and study determiners, ways of expressing certainty and hedging.

1 2 3 4 5 6 7 8 9 10 Test Task

Language Review

1. Evaluating effectiveness.



- Read two versions of part of a report on a proposed shuttle bus service for students. Which version is the most appropriate and effective?

In this section you will practise evaluating the effectiveness of sample reports, practise proofreading and focus on common errors, study determiners, ways of expressing certainty and hedging.

You will do a test on what you have studied in section 6 and receive a mark out of 10, which will contribute to your final assessment.

Task: You will practise writing a complete report.

Final Test

Final test and final task

In this section you will check what you have learnt and put your skills into practice.

Section 1

Section 2

Section 3

Section 4

SECTION 1

● Choose the best option to complete each sentence. (10 marks)

1. The ___ of this report is to analyse different hardware options.

- concern evaluation purpose view

2. This report describes the ___ of the survey.

- results aims scores finds

3. Evaluation was then ___ according to the criteria stated in the introduction of this report.

- done made conducted carried on

4. In ___ of usefulness, the second device is clearly better.

- sight terms ways base

5. A summary of discoveries would normally appear in the ___ section of a report.

- Findings Conclusions Recommendations Methodology


The final test contains four sections that test what you have learnt in this module. This test is marked out of 40 and contributes to your final assessment.

2. Tools and resources

To see the resources available in your course, click on “My resources”.


My courses **My resources** ←

Text to speech




This very useful tool allows you to select and listen to words or text anywhere on the page. Alternatively, you can copy in your own text and listen to it.

Record yourself tool




Record and listen to yourself speaking English and practise your pronunciation.

Dictionary




Use the interactive dictionary to see the definitions of words or translate English words into different languages.

Grammar reference




A complete and easy-to-use grammar reference to help you with any area of grammar you don't understand.

Business centre



Business tips, useful language for different business situations, and templates for a variety of texts like memos, reports and job applications.


Translate into any language




If you want to translate a word or text into your own language, just select the word or text and click on translate.

Text to speech

Text to speech



This very useful tool allows you to select and listen to words or text anywhere on the page. Alternatively, you can copy in your own text and listen to it.

 **2. Reading**
In this section you will read three diary pages.

1 2 **3** 4 5 6 7

3. Dear diary...

- Read these three diary pages. **Choose the picture that goes with each one.**

1. Sheryl's diary


Listen Translate

Tuesday, 23 May


It was the best day of my life. I got up early. I was so




Record yourself tool

Record yourself tool



Record and listen to yourself speaking English and practise your pronunciation.

 Record yourself tool






To record your work:

1. Click the record button. Speak into the microphone. Click the stop button to finish.
2. Click the play button to listen.
3. Click on the download button to save the file.

Dictionary

Dictionary



Use the interactive dictionary to see the definitions of words or translate English words into different languages.

Translation Box - Google Chrome

netlanguages.com/platform/player/diction...


Translate...

English

Go

Grammar reference

Grammar reference



A complete and easy-to-use grammar reference to help you with any area of grammar you don't understand.

Search

Grammar reference

Contents

- Adjectives
- Comparatives and superlatives
- ed, -ing
- Opposites with un-
- So, such + adjective
- Too, enough
- Word order
- Adverbs

Adjectives

Comparatives and superlatives

Comparative sentences compare two things.


- Moon Rock is **smaller than** Pittsville.
- The train is **more expensive than** the bus.
- I like the train, but the bus is **cheaper**.
- Jill is **better than** Wendy at languages.
- Jill is **the better** learner of the two. (Sometimes we use the in comparative sentences when it is understood which two people or things are being compared: the + comparative + noun)

Superlative sentences compare more than two things.

- Sydney is **the biggest** city. (= of all the other cities)
- The plane is **the most expensive** way to travel.
- Of all the forms of transport, the plane is **the most expensive**.
- Alison is **the best** swimmer.

Business centre

Business centre



Business tips, useful language for different business situations, and templates for a variety of texts like memos, reports and job applications.

 Business centre

- Useful business language
- Business tips
- Useful business links
- Interesting reading
- Interesting videos
- Writing templates for business
- Phone message samples


Translate into any language

You can select any text on a page, listen to it spoken, and translate it into any language.

Translate into any language



If you want to translate a word or text into your own language, just select the word or text and click on translate.

 2. Reading

In this section you will read three diary pages.

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3. Dear diary...

- Read these three diary pages. Choose the picture that goes with each one.

1. Sheryl's diary

Tuesday, 23 May

It was the best day of my life. I got up early. I was so

Listen Translate

Pronunciation tool

Pronunciation tool



Improve your pronunciation with Net Languages' interactive phonemic chart of all the sounds in English.

Pronunciation tool
netlanguages^o

Home
About
Help

All the sounds of English

- Click on a sound and do the exercises.

Vowels

i:	ɪ	ʊ	u:
e	ə	ɜ:	ɔ:
æ	ʌ	ɑ:	ɒ

Consonants


p	b	t	d
f	v	θ	ð
m	n	ŋ	h

Pronunciation tool
netlanguages^o

Home
Sounds
Words
Sentences
Contrasts
Help


/i:/

- Listen to the word. Repeat the word. Record yourself. Compare.




sheep

Stopped



beach

Stopped



eagle

Stopped

Interactive English

Interactive English



Get even more practice of English with our monthly fun interactive publication. Available online or as an app at three levels: Basic, Intermediate and Advanced.

Interactive English




Issue 243 - Lockdown challenge

[< Back](#)

- Basic**
 Vocabulary: Actions
 News story: Lockdown challenge
- Intermediate**
 Comprehension: Instructions - Lockdown challenge
 News story: Lockdown challenge
- Advanced**
 Comprehension: Instructions - Lockdown challenge
 News story: Lockdown challenge



Fun and games

Fun and games



Get more useful practice of vocabulary, expressions and pronunciation with our flip cards games.

Fun and games

Collocations


What's the word in the centre? It can be used with all the other words in the wheel. Click on the card to see the answer.



Click to flip

Forums

Forums



Share your experiences and opinions with other Net Languages students from all over the world.

Forum for learners of English

Elementary (A2)

Search Forum

discovia5056

Start a Discussion

Latest

- All Discussions
- Following
- Tags
- Pre-Elementary (A1)
- Elementary (A2)**
 - A2 - Unit 1
 - A2 - Unit 2

Discussion Title	Author	Time	Level	Unit	Replies
New discusion:discuss	discovia5056	started a day ago	Elementary (A2)	A2 - Unit 1	0
Teeth	discovia5056	replied 4 days ago	Elementary (A2)	A2 - Unit 1	4
Dentist	discovia5056	replied 4 days ago	Elementary (A2)	A2 - Unit 1	2
Cities	discovia5056	replied 4 days ago	Elementary (A2)	A2 - Unit 1	2

Audio speed control

Audio speed control

x1

If you find the audio exercises difficult, you can slow down the speed.

1 2 3 4

4. Listen again.

- Listen from where Andy says, "... No, it's smaller than Barcelona next?"

0:00 / 0:00 0.8x 1.0x

Additional resources

Additional resources

Access useful online resources and practise listening and reading with learning materials and authentic sources.

Additional resources

Video material

Listening material

Online reading

For elementary learners:

Pick of the month

- Star Wars Day**
May 4th is Star Wars day. Find out why.

Food

- Pink chocolate**
A new colour for chocolate.
- Insect ice cream**
A new flavour for your ice cream. Would you eat it?

3. Assessment

Marks are awarded as follows:

Module tests	Marks for each test
Section 1	10
Section 2	10
Section 3	10
Section 4	10
Section 5	10
Section 6	10
Final test	40
Total score	100