

English for Higher Education Students

Writing Reports

Advanced (B2+ to C1)

Study Guide

1. The structure of the "Writing Reports" module
2. Tools and resources
3. Assessment

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

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.

5. Conclusions and recommendations

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.

6. Evaluating and improving reports

Practise evaluating the effectiveness of sample reports, practise proofreading and focus on common errors, study determiners, ways of expressing certainty and hedging.

Final test and final task

Check what you have learnt and put your skills into practice.

Feedback

Send us your feedback on this module.

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



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 2 3 4 5 6 7 8 9 10 Test Task



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

3. Describing methodology

In this section you will practise signposting, describing data and writing cohesively. Then write the methodology section of a report.

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



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 –Brief 2– appears in the previous section. 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.

It is closer to the city. **Nevertheless**, it is the more expensive option.

It is closer to the city, **however**, it is the more expensive option.

While it is closer to the city, 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.

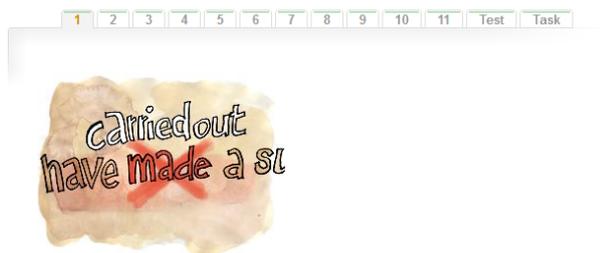
You will do a test on what you have studied in section 4 and receive a mark out of 10, which will contribute to your final assessment.

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. Collocation casino.

Play the casino game. Decide if the collocations in each sentence are correct or incorrect.

For example:

I would like to do the following recommendations. = Incorrect

I would like to make the following recommendations. = Correct

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 and focus on common errors, study determiners, ways of expressing certainty and hedging.



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 Task

SECTION 1

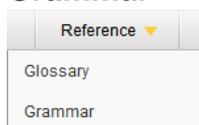
Choose the best option to complete each sentence. (10 marks)

1. In the written reports in this module, the Introduction section is followed by the ____ section.
 Findings Methodology Conclusions Recommendations
2. A summary of discoveries would normally appear in the ____ section of a report.
 Methodology Findings Conclusions Recommendations
3. The ____ of this report is to analyse different hardware options.
 evaluation concern view purpose
4. The main conclusions to ____ are listed below.
 do carry out gather draw
5. As far as cost is ____, the first option is the most attractive.
 termed concerned indicated based

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

Grammar



You will find a "Grammar" link at the top of each page. This opens up a level-specific Grammar Reference which you can use at any time.

Dictionary

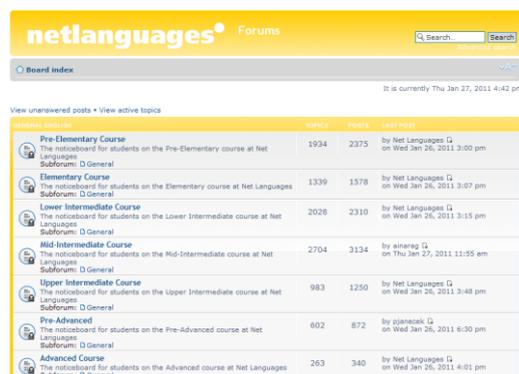


The dictionary is an online dictionary which allows you to translate words from English to other languages on the list.

Other resources

Forums

You can use the Forums to contact other students studying the same level as you.



Interactive English

Interactive English is a monthly Net Languages publication available online and as an app for iPhone and Android devices.



Interactive English is available at three levels: Basic, Intermediate and Advanced. Each issue contains an interesting news text, vocabulary and language exercises, and discussion tasks. You can listen to native speakers talking about the topic of the news story (also available as a podcast), and you can access previous issues.

Additional Resources

Additional Resources netlanguages®

Online reading Listening and video material



Listening and video material

For learners (intermediate +):

- **BBC Learning English**
Authentic listening material for learners of English, with transcripts and a glossary.
- **VOA Learning English**
American and international news and current affairs in simplified English.

General news:

- **BBC Radio**
British news, feature reports, interviews and more.
- **C-SPAN**
American politics and public affairs. Videos, articles and podcasts.

Videos and music:

- **YouTube**
User-created videos of all kinds, including music, interviews, humour and more.
- **Rolling Stone**
Video clips and interviews with rock and pop stars.

Radio selection:

- **BBC World Service**
Programmes from the United Kingdom designed for listeners around the world.
- **CBC Radio**
National radio from Canada.
- **NPR: Fresh Air from WHYY**
Popular U.S. radio talk show of contemporary arts and issues.

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In "Additional Resources" you can find links to useful listening and video material as well as online reading material suitable for language learners.

3. Assessment

Marks are awarded as follows for this module:

6 Section tests (6 x 10 marks)	60 marks
Final test	40 marks
Total	100 marks