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.

Each section also contains useful report writing tips.

**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
   - Practice 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.

**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

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

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

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

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

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

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.

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**SECTION 1**

Choose the best option to complete each sentence. (16 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.
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