

## 9. WRITING REPORTS

Reports are highly structured and conventionally written documents presenting information which has been researched. **Reports may inform, persuade or initiate a change.** The main feature of every report are being factual and based on evidence. Reports serve different purposes and we can distinguish between, for example, technical reports, scientific reports, laboratory reports or reports of business trips. Reports may form a part of or entire annual reports, progress or project reports. Writing a report requires careful planning, collecting information, organizing and structuring information. You should always ask questions about the **purpose and objectives** (what is the main reason for writing it, any other reasons), your **audience** (who is going to read it, how formal it should be), the **deadline** (when you need to submit it, whether you are going to consult anybody, how long the report should be).

The report consists of three parts:

- a) the **introduction** (purpose / objective and procedure)
- b) **presentation and analysis of findings**
- c) **conclusion** (evaluation, recommendations).

As business English requires clear, brief and accurate expressions with a green sense of efficiency, business people often use **memos** (short messages used to inform or to persuade to take an action). Memos are much shorter and contain brief information divided into these parts:

### Heading:

TO: (readers' names and job titles)

FROM: (your name and job title)

DATE: (complete and current date)

SUBJECT: (what the memo is about, highlighted in some way)

### Opening paragraph

- which contains the context and problem, specifying the purpose of the memo.

### Discussion part

- which is written in points, not paragraphs, and starts with the most important information. It moves from more general to more specific issues.

### Closing paragraph

- which reveals an indication as to what actions should be taken or suggestions how to participate in completion of the task

*If necessary, important information in graphs, tables or reports should be attached.*

## V Vocabulary and phrases

accurate expressions	completion of a task	persuade someone
analysis of findings	initiate a change	progress report
annual report	memo	research sth.
attach sth. to a report	objective	sense of efficiency

Notes