

## How to write a report

### Sample activity

#### How to make my school into a more eco-friendly school

##### Introduction

Over the past few years, my school has been improving its facilities and resources in order to make learning a more interactive, stimulating and pleasant experience. However, this investment should be not only an advantage for the school's staff, teachers and students, but also a contribution to improving the environment.

##### The current situation

###### 1. Recycling

Both plastic and paper recycling bins have been placed throughout the school's premises to promote recycling for students and teachers. But somehow the number of containers has decreased since the end of the last school year, which makes recycling harder to do.

###### 2. Saving paper

Starting this school year, almost all the communication between the school and parents has become electronic, thus making the use of paper obsolete. We have also transformed the register book into electronic form to reduce expenditure on paper.

##### Further improvements

The use of energy efficient light bulbs, and the placement of photovoltaic panels on the roofs of the school's facilities could be an energy saving and eco-friendly solution that would not only reduce the school's spending on electricity, but indirectly contribute to the reduction of gas emissions caused by the grid's methods of energy production.

##### Conclusion

Despite the environmental friendly actions already carried out by our school, we can actually go further in our attempt to make it greener. We are still not performing as well as we could in our efforts to preserve the environment.

Vasco Henriques (Lisboa)



### Layout and organisation

- Clear factual **heading** and **subheadings** which divide the writing into shorter sections.
- Information should be organised and presented as clearly and logically as possible, with a short **introduction** explaining the aims of the report and how the information was obtained, and a suitable **conclusion**, summing up the information and making recommendations if necessary.

### USEFUL LANGUAGE

Introduction		
• The aim of this report is to...	• It draws on...	• This report looks at / describes...
• It is based on...	• It uses...	
• This report is intended to...		
Reporting an observation		
• It seems/appears that...	• It was found that...	
• The majority / minority of...	• It was felt that...	
Quoting		
• According to...	• As X said...	• In the words of...
Speculating		
• It may / could / might (well) be that...		
Generalising		
• In general...	• On the whole...	• In the main...
Commenting		
• Interestingly,...	• Surprisingly,...	
• Curiously,...	• Predictably,...	
• Oddly,...	• As might be (have been) expected...	
• Strangely,...	• It is interesting that...	
Making a recommendation		
• It is recommended that...		
• (Perhaps) it would be advisable for X to (do)...		
• (Perhaps) X might /should consider...		
Summing up		
• To sum up / To summarise / On balance...		

<http://fce-writing-nadeen.blogspot.pt/2011/11/writing-report-3.html>, accessed in January 2014