Report

Organisation
1) the structure
If the report deals with analysing the pros and cons of one proposal/system, the structure could be:

Introduction and background information
Advantages or disadvantages*
Disadvantages or advantages
Recommendation

*depending on what is recommended

If the report presents several proposals made during a meeting, the structure could be:

Introduction and background information
Proposal 1 and analysis
Proposal 2 and analysis
etc
Recommendation

2) introduction
- what (is the report about and what is included in it)?
- why (are you writing it)?
- how (did you get the information)?

Examples:

At the meeting of .... experts on 15 April 2023, the issue/question /problem of ... was under discussion. Four* proposals were made to solve the problem. The current report analyses the proposals and makes recommendations.

* there has to be a **concrete** number, not '*some*' or '*several*'

the report is based on
the report concerns / covers / details / examines / looks at / relates to
includes / comments on / describes / explains / outlines / addresses

the advantages and disadvantages of
the benefits and drawbacks of
the pros and cons of

3) main part
- One idea in a sentence; optimum sentence length approximately 20 words; most important ideas in short sentences; both longer and shorter sentences but not too long or short sentences; use full sentences
- Good paragraphing; no one- or two-sentence paragraphs
- Linking: within sentences, between sentences; between paragraphs
- No numbering, bullets

All ideas/proposals/solutions from the listening have to be included
No ideas of your own should be added (except evaluation/analysis)

4) conclusion
- recommendation (which comes logically from the ideas in the main part)
- no new information

Revision and preparation
Before the examination
- revise linking words

Go through all your reports to identify organizational deficiencies, grammar,

prepositions, spelling errors, look at article errors and style inconsistencies!
You could systematize your errors on a revision sheet
e.g.   linking words
        grammar
        word order
        prepositions
        article
        punctuation
        spelling
        style
When writing
- do not use contractions (e.g. *don't, won't, that's*)
- use formal style
- use the Passive Voice: (A proposal *was made...* A suggestion *was put forward* ...)
- do not use personal reference (I, my, we, our, us, you, your, etc.)
- do not use *'with reference to/ reference is made /further to'* to start your report
- do not use repetition or redundancy
- do not use phrasal verbs (e.g. point out, put forth, give up, lay out, go through, think through, look into, find out, etc.); replace them with one-word verbs (e.g. list, mention, address, propose, suggest, consider examine, investigate, etc.)
- do not use informal vocabulary (e.g. a lot of, skyrocket, quit, cramped, huge, when it comes to…, stuff, etc.)
- use suitable linkers (e.g. instead of what is more, use moreover, in addition ~~to that~~, first ~~of all~~)
- replace like by such as

After you have written a draft
- check all your '*what*'s, you may have to use '*that*'s (problems *that* are involved)
- no comma before '*that*'
- check '-s' (*It contains ... The proposal involves* ...)
- check indirect questions: word order! (*They explained what the reasons are. A question was raised whether that solution is feasible.*)
- check spelling of *'whether'*, if you are not sure use *'if'*.
- check beginnings of sentences (try to avoid 'empty' beginnings – *it, there*)
- do not start sentences with '*and/but/so/also*'
- check *'although'* sentences to see if they are complete
- use definite articles in front of 'of-phrases'
- check the use of '*because*' and '*because of*' for correct meaning
- *'one, another, the other, other'*: *one proposal, another proposal* (more than 2), *the other proposal* (just 2 proposals), *other proposals* (more than 2)
- possibility of doing sth (do not use the structure to + infinitive with the word possibility)

NB! Correct: *it is recommended/suggested that ... (should) be done*

Grading
Organisation
1) use of bullets or no linking words or incomplete sentences – not more than 2

Tone, style and register
1) use of contractions – not more than 2 (even if there is only 1)
2) use of personal pronouns - not more than 3
3) use of colloquial vocabulary, phrasal verbs - not more than 3
4) date incorrect (correct: *6 November 2023* or *November 6, 2023; do not use only numbers, e.g. 6.11.2023 can be 6 November or 11 June*) – not more than 4
5) no name where required – not more than 4