Internet research

Search for the keywords *plain English report writing* and write a short report on the advice you find. Exchange reports and give each other feedback.

Language focus

5 **With a partner, match the linking words and expressions from the box with the categories a–e. Find examples of similar expressions in the report in Exercise 3.**

due to finally for example moreover next overall therefore to sum up

a) Sequencing
b) Giving examples
c) Adding
d) Expressing cause and result
e) Summarizing

6 **Complete the sentences with appropriate linking phrases.**

1 We wanted the survey to be anonymous. _____, names did not appear on the questionnaire.
2 Firstly, staff completed questionnaires. _____, they were interviewed by consultants.
3 The questionnaire covered job satisfaction. _____, some questions touched on company image.
4 Interviews were limited to 30 minutes each _____ the very tight schedule.
5 _____, the results were positive but we agreed that there were lessons to learn.
6 Formal appraisal interviews will be introduced _____ dissatisfaction with the existing system.
7 There are several reasons for adopting appraisal interviews, _____, they can motivate staff.

Output

7 **It is possible to write a report in an active or passive style. An active style is more direct. A passive style is more impersonal. Make the report in Exercise 3 more direct by changing the phrases in bold to active sentences.**

8 **Look at the email and the notes below. What does your boss want you to do?**

EMAIL

From: Lou Tyler

Subject: Annual appraisal review

Remember when we set up the appraisal scheme last year, we agreed on a review after one year? Well, the review is finished and I attended a meeting on it yesterday. I've left the notes I took on your desk. I don't have much time to do the report so could you do a first draft?

APPRAISAL SCHEME REVIEW

- Appraisal interviews: done in December by line managers.
- During interviews: we asked for their feedback on the scheme. Most positive. One or two objections: lack of time (interviews too short – just 45mins); and lack of 'objective measurement of performance'.
- Overall, positive. Increase the time allocated (one hour? trial next year).
- Fred Berger (HR) to develop more objective performance indicators (targets to reach, etc.). Will report in January.
- Final scheme to be approved by Board of Directors.

9 **Write a short report for your boss using the company template to help you.**

Title

Introduction – Explain the background to the report and why you are writing it.

Procedure – How was information gathered?

Findings – What information was gathered?

Conclusions – What conclusions can you draw?

Recommendations – What recommendations can you make?