

## Useful Phrases for Reports — Determiners and Prepositions Pairwork

### Student A – Prepositions

Choose one of the sections below and read out sentence **with the word in bold left out** (e.g. “Moving **BLANK/ BEEP/ LA LA LA** to the second event dot dot dot”) until your partner guesses the missing words. They can only guess once per sentence. If you run out of example sentences without them guessing correctly, give them hints or make up more examples.

#### On

As the head of PR, I was asked to write a report **on**...

We obtained feedback **on** our products by...

Moving **on** to the second event,...

The effect **on** customer satisfaction would be...

#### Of

The purpose **of** this proposal is to...

A survey **of** our customers revealed that...

A substantial majority **of** our staff

I recommend that we look into the possibility **of**...

There is a comparative lack **of**...

Terms **of** reference:

#### For

....and to make recommendations **for** improvements to...

Comments from clients have shown a need **for**...

**For** the reasons given above, we recommend...

It is essential **for** the company to respond by...

There is a need **for** action on...

Both products are suitable **for**...

#### In

**In** spite of the problems,...

**In** contrast to our competitors,...

**In** addition to the annual staff survey, I looked at...

This lack of preparation resulted **in**...

I also suggest that **in** future we should think about...

**In** order to respond to this, the company should...

**In** conclusion,...

The two companies have products which fit well together both **in** terms of compatibility and...

#### To

Due **to** the fact that,....

It is recommended that we meet their representatives with a view **to**...

The agreement will hopefully lead **to**...

#### By

This report was to be submitted **by** 19 March 2009.

We surveyed our customers **by**...

#### At

This report will look **at**...



## Useful Phrases for Reports- Determiners and Prepositions Pairwork

### Student B – Determiners

Choose one of the sections below and read out sentence **with the word in bold left out** (e.g. “BLANK/ BEEP/ LA LA LA frequent comment was that dot dot dot”) until your partner guesses the missing words. They can only guess once per sentence. If you run out of example sentences without them guessing correctly, give them hints or make up more examples.

#### **- (= no determiner/ zero article)**

Most \_\_\_\_\_ managers consider them to be...

#### **A**

**A** frequent comment was that...

There is **a** lack of...

There is **a** need for...

#### **My**

**My** chief recommendation is that...

#### **Our**

We obtained feedback on **our** products.

We would be able to improve **our** company image by...

#### **The**

As **the** head of marketing, I was asked to write a report on...

Due to **the** fact that...

Due to **the** reasons given above, I strongly recommend...

I recommend that we look into **the** possibility of...

In **the** meantime, if you have any questions please feel free to contact us

It is not possible to reduce **the** number of...

...in **the** next quarter.

...in **the** coming year.

**The** aim of this report is to examine **the** advantages of...

**The** average was 72%.

**The** best location would be...

**The** current situation...

**The** main reason was...

**The** main advantage would be...

The purpose of this report is to outline **the** shortcomings of...

The purpose of this report is to summarise **the** findings of a survey on...

**The** vast majority of customers...

This has risen to **the** present figure of...

To summarise **the** information above...

...in **the** following categories:

**The** second part of the process is...

**The** current... is not acceptable because...

#### **This**

I have written **this** report in order to...

**This** report was written in order to...

**This** report examines...

The aim of **this** report is to...