

BULATS Reports useful phrases brainstorming

Brainstorm at least two phrases for BULATS Writing Part Two reports into each of the categories below, then compare your answers with the following pages.

Introduction

Research

Changing topic

Mentioning other parts of the report

Numbers/ Trends

Consequences/ Effects/ Reasons/ Results

Recommendations/ Suggestions

Conclusion

Introduction

- ...and to make recommendations for improvements/ how (future) events like this are organised.
- As the head of PR, I was asked to write a report on...
- The purpose of this proposal is to compare/ describe/ evaluate/ outline (the shortcomings of)/ summarise (the findings of a survey on)...
- This is my report on that...
- This report aims to/ will investigate/ examine...

Research

- stated that they would be keen for...
- A (fairly/ very/ extremely) frequent comment was that...
- A survey of.... revealed that...
- After studying ..., it was found that...
- Comments (from clients) have shown a need for...
- Customers completed a feedback card/ form/ survey asking them to rate...
- I have investigated...
- It was (also) suggested/ found that...
- The survey found that....
- We are investigating ways of...
- We obtained feedback on our products/ services by...
- The vast majority of/ Most/ Several/ A few managers/ customers/ staff/ clients/ attendees/ visitors considered them to be/ expressed/ requested/ mentioned...
- Most of our/ the/ these/ those/ them...

Changing topic

- As for.....
- Moving on to.....
- Finally,...
- Firstly,...
- With regard to.....

Mentioning other parts of the report

- ... for the reasons given above...
- As I mentioned above,...
- Despite the disadvantages/ problems I wrote about above,...
- the following...

Numbers/ Trends

-is becoming (increasingly) popular.
-remained (almost) the same (as...)
- ...are expected to (decrease to just 30%)
- ...have risen (so) (dramatically) (recently)
- ...which constituted 35% of...
- ...which has further reduced (to...)
- between 10% and 12% (of...)
- It is predicted that...

- The average was...
- This has risen to (the present figure of)...

Consequences/ Effects/ Reasons/ Results

- ...resulted in...
- Consequently,...
- Due to the fact that...,...
- Effects on sales/ Effects on... would be...
- In order to achieve this, we will need to...
- In order to obtain maximum benefit from this,...
- Other reasons for this include...
- The main/ most important reason for... is...
- This could help us to...
- This is (mainly) because...
- This is (also) having the effect that...
- This should result in (clear benefits for)...
- This would benefit the company/ This would benefit... by...
- This would mean that...

Recommendations/ Suggestions

- I (also) suggest that (in future we provide)...
- I (also) think it would be a good idea to...
- I (strongly) recommend that we (choose)...
- I feel that it is important that we should...
- I recommend that (we look into the possibility of)...
- I suggest we (contact them to negotiate an agreement).
- I therefore feel justified in recommending that (we replace our current system with)...
- In my view, we should (provide)...
- It is essential (for us) to...
- It is recommended that...
- It is therefore recommended that (we consult...)
- My second suggestion is that...
- We should start to consider how best we can (introduce)...
- We should try to improve...

Conclusion

- ...it can (therefore) be concluded that...
- For the reasons given above,...
- In conclusion,...