

Business English- Reporting on Reports

Generalisation and giving advice/ recommendations

Make true statements about or recommendations on reports using one or more words or expressions from this page and/ or the next page. Your partner will listen and ask for more information and/ or comment on what you said.

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|---|--|---|--|
| <ul style="list-style-type: none"> ● A survey conducted... shows that ● According to... ● From discussions on the topic ● From what I've read ● From what I've seen ● (Judging) from... ● I'm sure that ● I have found that ● If we can believe... then ● If we look at... ● In my experience ● In my opinion ● It is clear that ● It seems clear to me that ● Looking at last year's... ● Looking at... (it must be the case that) ● Surveys have shown that ● There is little doubt that ● Using data from... we can say that... | <ul style="list-style-type: none"> ● (absolutely) all ● a considerable number of/ a substantial number of ● a small minority of ● a substantial minority of ● a tiny minority of ● almost all ● almost no ● many/ a large number of ● most/ a majority of ● not many/ few ● quite a lot of/ a fairly large number of/ quite a few ● the vast majority of ● very few ● very nearly all ● virtually all ● virtually no | <ul style="list-style-type: none"> ● accountants/ finance staff ● auditors ● bankers ● bosses/ CEOs/ CIOs/ CTOs ● business partners ● consultants ● customers/ clients ● employees of... ● engineers ● English-speakers ● government... ● investors/ shareholders ● IT staff ● (top) managers ● millennials ● older people ● people in East Asia ● people in the... department ● readers ● researchers ● sales staff ● (high school/ uni/ grad school/ MBA/ PhD) students ● (cram school/ high school) teachers ● technical staff ● technical writers ● ... from this country/ region/ ... ● writers ● young people | <ul style="list-style-type: none"> ● almost ● always ● almost never ● always/ without fail ● hardly ever ● occasionally ● often/ frequently ● seldom/ rarely ● usually/ generally |
|---|--|---|--|



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| <ul style="list-style-type: none">● are (badly/ well/ un)informed about● are bad at● are confused by● are good at● are guilty of● are ignorant about● are interested in● are not clear about● are sceptical about/ suspicious of● are stressed out by● are told to/ have been told to● are weak at● avoid● consider/ think● could (possibly/ potentially/ conceivably)● dislike● don't care about● don't mind● don't think about● enjoy● expect● have (some/ great) difficulty (in)● have issues/ problems with● have no choice but to● have read/ seen/ studied/...ed● (really) have to/ must (make sure)● haven't considered● haven't heard about● ignore● know about● lack● (desperately/ really) need/ require (more)● need to improve/ think more about● pay (little/ no) attention to● prioritise● realise● reject● rely on/ are (over)reliant on● (really/ probably) should● should consider/ think about● suffer from● (don't) understand (the need for)● (over)use● would benefit from | <ul style="list-style-type: none">● aims● analysis● annual reports● appendix/ appendices● background● bi-monthly● bullet points● capital letters● (bar/pie/flow)charts● checking● colour(s)● contents (page)● copyright● (front) cover● data/ statistics/ figures● design/ appearance● data privacy/ data protection● distributing● dividing up the work● editing (down)● emphasizing/ highlighting● ending● estimating/ guesswork● feedback● fill in● financial reports● focus(ing)● fonts● footer● footnotes● for the head office● forecasting/ predictions● formality/ friendliness● (...)format(ing)● (over)generalising/ hedging | <ul style="list-style-type: none">● (line/ bar) graphs● header● (section) headings● humour● (getting) interest● internal – external● introductions● lists● long reports● market research● names● number of pages● organisation/ order● padding/ waffle● paragraphs/ paragraphing● persuading● pictures● planning● preparation● printing● progress reports● proofreading● proposals● punctuation● quarterly reports● quotations● recommendations● readers● research● sales reports● short reports● sources● starting● strong – weak...● summarising● (customer satisfaction) survey (finding)s● tables● title● topics● translation● underline(d/ing) |
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Ask about anything you don't understand or can't imagine how to make statements about.

Generalising and giving advice language presentation

First of all without looking above, write suitable weak and strong expressions in order ranked in the right places below. Put expressions which have the same meaning next to each other.

How many (most top)

● (absolutely) all

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virtually no

How often (most often top)

- always/ without fail
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- almost never



- distributing
- dividing up the work
- editing (down)
- emphasizing/ highlighting
- ending
- estimating/ guesswork
- feedback
- financial reports
- focus(ing)
- fonts
- footer – header
- footnotes
- forecasting/ predictions
- formality/ friendliness
- (over)generalising/ hedging
- (line/ bar) graphs
- (section) headings
- humour
- introductions
- long reports
- making it interesting
- market research
- names
- number of pages
- organisation/ order
- paragraphs/ paragraphing
- persuading
- pictures
- planning
- preparation
- printing
- progress reports
- proofreading
- proposals
- quarterly reports
- readers
- recommendations
- research
- sales reports
- sections
- short reports
- sources
- starting
- sub-sections
- summarising
- (customer satisfaction) survey (finding)s

- (XL) tables
- title
- topics
- translation
- underlining/ underlined text

For homework, write a report on reports in your company/ sector/ university/ country. Make up imaginary data, sources, etc, but include realistic recommendations if possible.