

## **Useful phrases for reports brainstorming**

*Brainstorm suitable language into these categories:*

**Topic/ Purpose of report**

**Describing/ Explaining problems**

**Talking about research**

**Changing topic**

**Expressions meaning “...,but...”**

**Expressions meaning “...,and...”**

**Consequences/ Effects/ Reasons/ Results (= Expressions meaning “...because...” and “...,so...”)**

**Recommendations/ Suggestions**

**Conclusion**

*Compare with the phrases below*

### **Topic/ Purpose of report**

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 report aims to/ will investigate/ examine...

....and to make recommendations for improvements/ how (future) events like this are organised.

### **Describing/ Explaining problems**

One issue is that...

A further problem is...

The main shortcoming is...

One major disadvantage is...

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

### **Talking about 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.....

NOT At first

NOT At last

### **Expressions meaning “...,but...”**

Although.....

In spite of/ Despite (the fact that)...

.... However,...

.... Nevertheless,...

.... In contrast,...

**Expressions meaning “...,and...”**

In addition,...

...also...

Furthermore,...

Moreover,...

**Consequences/ Effects/ Reasons/ Results (= Expressions meaning “...because...” and “...,so...”)**

...resulted in...

Consequently,...

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

Effects on sales/... 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 will/ would/ should result in (clear benefits for)...

This would benefit the company/... by...

This would mean that...

As a result,...

For that reason,...

**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/ look into the possibility of)...

I feel that it is important that we should...

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 (therefore) (strongly) recommended that (we consult...)

My second suggestion is that...

We should start to consider how best we can (introduce)...

We should try to improve...

Our chief recommendation is that...

In order to respond to this, the company should/ must...

It is essential that...

There is a need for...

... is necessary.

There is a lack of...

**Conclusion**

...it can (therefore) be concluded that...

For the reasons given above,...

In conclusion,...