Useful Phrases for Reports - Sentence Completion
Together use the sentence stems on these two pages to write as many things as you can that you both agree with. If there are two similar stems next to each other, just choose one.

Useful phrases for talking about numbers in reports
Almost all company departments ________________________________.

Almost all ____________________________________________________.
The majority of employees ________________________________________.
Most ____________________________________________________________________.
Many directors ________________________________________________________.
A large number of ______________________________________________________.
Some companies ____________________________________________________________________.
A number of ____________________________________________________________________.
A small number of investors ________________________________________________.
(A) few ____________________________________________________________________.
Almost no products ________________________________________________________.
Almost no ____________________________________________________________________.
Over three quarters of customers ____________________________________________.
Over ____________s of ____________________________________________________________________.
More than ____________________________________________________________________.
Under a third of older employees ____________________________________________.
Under a _____________ of ____________________________________________________.
Less than ____________________________________________________________________.
Around fifty percent of managers ____________________________________________.
About _______percent of ________________________________________________.
More or less ____________________________________________________________________.
Other useful phrases for reports

We want to find out _________________________________________________.

_____________ sent out a questionnaire and found that ________________.

If we did a survey, we would probably find that ________________________.

Research shows that ________________________________________________.

In a report on ________________________, it was shown that ______________./

According to a report on ________, _________________________________.

According to ______________________. ________________________________.

One problem with _______________ is that ____________________________.

One issue with _____________________________________________________.

We predict that _________________ will ________________________ by 2030.

We forecast that __________________________________________________.

We strongly recommend ____________________________________________.

It’s important for ________________ to ________________________________.

We would be able to improve ______________________ by ______________./

____________________ would have a good effect on ________________.

We would probably recommend _______________________.

____________________ should probably ________________________.

It is worth considering ____________________________________________./ We

should think about ________________________________.

We wouldn’t recommend ________________________________________.

____________________ shouldn’t ________________________________.

Share a sentence with the other group(s) and see if they agree.

Ask about any sentences that you can’t understand, couldn’t complete, etc, working
together to complete them each time.
Brainstorm words that mean the same as each of these things, use the mixed answers below to help, then check above by looking at sentence stems that are next to each other.

- the majority of
- a large number of
- a number of
- a small number of
- over…
- 75%
- less than
- 33.3%
- around…/ approximately…
- a half
- we would like to…
- (email) survey
- an issue
- predict
- should…
- consider
Mixed answers
50% a third about/ Roughly few/ a few
forecast many more or less more than…
most problem questionnaire some
think about three quarters under want
we recommend…

Try to agree on and write similar sentences about these insurance-related topics.
● accidents/ crashes
● agents/ brokers
● audits/ auditors
● bankruptcies
● casualties
● claims
● claims adjusters
● compliance
● contracts
● coverage
● customer loyalty – switching insurance companies
● customers/ policy holders
● disabilities
● exclusions/ small print
● false claims
● fire
● forms
● fraud
● FSA
● H&S/ health and safety
● inspections
● life expectancy/ average age
● lifestyle diseases (diabetes, cancer, etc)
● M&A/ takeovers
● natural disasters
● premiums
● quotations
● risk
● SMEs
● underwriting