

## Reporting on reports generalisation and giving advice practice

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.

<ul style="list-style-type: none"> <li>● A survey conducted... shows that</li> <li>● According to...</li> <li>● From discussions on the topic</li> <li>● From what I've read</li> <li>● From what I've seen</li> <li>● (Judging) from...</li> <li>● I'm sure that</li> <li>● I have found that</li> <li>● If we can believe... then</li> <li>● If we look at...</li> <li>● In my experience</li> <li>● In my opinion</li> <li>● It is clear that</li> <li>● It seems clear to me that</li> <li>● Looking at last year's...</li> <li>● Looking at... (it must be the case that)</li> <li>● Surveys have shown that</li> <li>● There is little doubt that</li> <li>● Using data from... we can say that...</li> </ul>	<ul style="list-style-type: none"> <li>● (absolutely) all</li> <li>● a considerable number of/ a substantial number of</li> <li>● a small minority of</li> <li>● a substantial minority of</li> <li>● a tiny minority of</li> <li>● almost all</li> <li>● almost no</li> <li>● many/ a large number of</li> <li>● most/ a majority of</li> <li>● not many/ few</li> <li>● quite a lot of/ a fairly large number of/ quite a few</li> <li>● the vast majority of</li> <li>● very few</li> <li>● very nearly all</li> <li>● virtually all</li> <li>● virtually no</li> </ul>	<ul style="list-style-type: none"> <li>● accountants/ finance staff</li> <li>● auditors</li> <li>● bankers</li> <li>● bosses/ CEOs/ CIOs/ CTOs</li> <li>● business partners</li> <li>● consultants</li> <li>● customers/ clients</li> <li>● employees of...</li> <li>● engineers</li> <li>● English-speakers</li> <li>● government...</li> <li>● investors/ shareholders</li> <li>● IT staff</li> <li>● (top) managers</li> <li>● millennials</li> <li>● older people</li> <li>● people in East Asia</li> <li>● people in the... department</li> <li>● readers</li> <li>● researchers</li> <li>● sales staff</li> <li>● (high school/ uni/ grad school/ MBA/ PhD) students</li> <li>● (cram school/ high school) teachers</li> <li>● technical staff</li> <li>● technical writers</li> <li>● ... from this country/ region/ ...</li> <li>● writers</li> <li>● young people</li> </ul>	<ul style="list-style-type: none"> <li>● almost</li> <li>● always</li> <li>● almost never</li> <li>● always/ without fail</li> <li>● hardly ever</li> <li>● occasionally</li> <li>● often/ frequently</li> <li>● seldom/ rarely</li> <li>● usually/ generally</li> </ul>
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<ul style="list-style-type: none"><li>● are (badly/ well/ un)informed about</li><li>● are bad at</li><li>● are confused by</li><li>● are good at</li><li>● are guilty of</li><li>● are ignorant about</li><li>● are interested in</li><li>● are not clear about</li><li>● are sceptical about/ suspicious of</li><li>● are stressed out by</li><li>● are told to/ have been told to</li><li>● are weak at</li><li>● avoid</li><li>● consider/ think</li><li>● could (possibly/ potentially/ conceivably)</li><li>● dislike</li><li>● don't care about</li><li>● don't mind</li><li>● don't think about</li><li>● enjoy</li><li>● expect</li><li>● have (some/ great) difficulty (in)</li><li>● have issues/ problems with</li><li>● have no choice but to</li><li>● have read/ seen/ studied/...ed</li><li>● (really) have to/ must (make sure)</li><li>● haven't considered</li><li>● haven't heard about</li><li>● ignore</li><li>● know about</li><li>● lack</li><li>● (desperately/ really) need/ require (more)</li><li>● need to improve/ think more about</li><li>● pay (little/ no) attention to</li><li>● prioritise</li><li>● realise</li><li>● reject</li><li>● rely on/ are (over)reliant on</li><li>● (really/ probably) should</li><li>● should consider/ think about</li><li>● suffer from</li><li>● (don't) understand (the need for)</li><li>● (over)use</li><li>● would benefit from</li></ul>	<ul style="list-style-type: none"><li>● aims</li><li>● analysis</li><li>● annual reports</li><li>● appendix/ appendices</li><li>● background</li><li>● bi-monthly</li><li>● bullet points</li><li>● capital letters</li><li>● (bar/pie/flow)charts</li><li>● checking</li><li>● colour(s)</li><li>● contents (page)</li><li>● copyright</li><li>● (front) cover</li><li>● data/ statistics/ figures</li><li>● design/ appearance</li><li>● data privacy/ data protection</li><li>● distributing</li><li>● dividing up the work</li><li>● editing (down)</li><li>● emphasizing/ highlighting</li><li>● ending</li><li>● estimating/ guesswork</li><li>● feedback</li><li>● fill in</li><li>● financial reports</li><li>● focus(ing)</li><li>● fonts</li><li>● footer</li><li>● footnotes</li><li>● for the head office</li><li>● forecasting/ predictions</li><li>● formality/ friendliness</li><li>● (...)format(ing)</li><li>● (over)generalising/ hedging</li></ul>	<ul style="list-style-type: none"><li>● (line/ bar) graphs</li><li>● header</li><li>● (section) headings</li><li>● humour</li><li>● (getting) interest</li><li>● internal – external</li><li>● introductions</li><li>● lists</li><li>● long reports</li><li>● market research</li><li>● names</li><li>● number of pages</li><li>● organisation/ order</li><li>● padding/ waffle</li><li>● paragraphs/ paragraphing</li><li>● persuading</li><li>● pictures</li><li>● planning</li><li>● preparation</li><li>● printing</li><li>● progress reports</li><li>● proofreading</li><li>● proposals</li><li>● punctuation</li><li>● quarterly reports</li><li>● quotations</li><li>● recommendations</li><li>● readers</li><li>● research</li><li>● sales reports</li><li>● short reports</li><li>● sources</li><li>● starting</li><li>● strong – weak...</li><li>● summarising</li><li>● (customer satisfaction) survey (finding)s</li><li>● tables</li><li>● title</li><li>● topics</li><li>● translation</li><li>● underline(d/ing)</li></ul>
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- 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
- tables
- title
- topics
- translation
- underlining/ underlined text

*For homework, write a report on reports in your company/ sector/ university/ country. You can make up imaginary data, sources, etc, but include realistic recommendations.*