

## Useful phrases for reports determiners and prepositions pairwork

### Student A – Prepositions

Choose one section below and read out sentences **with the word in bold left out** (e.g. “Moving BLANK/ BEEP/ LA LA LA to the second event dot dot dot”) until your partner guesses the missing word. They can only guess once per sentence. If you run out of example sentences without them guessing correctly, make up more examples, preferably phrases which are suitable for reports. If they still can't guess, you can give other hints, but don't say the answer until they guess correctly.

#### On

As the head of PR, I was asked to write a report **on** the subject of...

We obtained feedback **on** our products by...

Moving **on** to the second event,...

The effect **on** customer satisfaction would be...

#### Of

The purpose **of** this proposal is to...

A survey **of** our customers revealed that...

A substantial majority **of** our staff

I recommend that we look into the possibility **of**...

There is a comparative lack **of**...

Terms **of** reference:

#### For

Comments from clients have shown a need **for**...

**For** the reasons given above, we recommend...

It is essential **for** the company to respond by...

There is a need **for** action on...

Both products are suitable **for**...

#### In

**In** spite of the problems,...

**In** contrast to our competitors,...

**In** addition to the annual staff survey, I looked at...

This lack of preparation resulted **in**...

I also suggest that **in** future we should think about...

**In** order to respond to this, the company should...

**In** conclusion,...

The two companies have products which fit well together both **in** terms of compatibility and...

#### To

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

It is recommended that we meet their representatives with a view **to**...

The agreement will hopefully lead **to**...

#### By

This report was to be submitted **by** 19 March 2009.

We surveyed our customers **by**...

#### At

This report will look **at**...

### Student B – Determiners

Choose one section below and read out sentences **with the word in bold left out** (e.g. “Moving BLANK/ BEEP/ LA LA LA to the second event dot dot dot”) until your partner guesses the missing word. They can only guess once per sentence. If you run out of example sentences without them guessing correctly, make up more examples, preferably phrases which are suitable for reports. If they still can’t guess, you can give other hints, but don’t say the answer until they guess correctly.

#### - (= no determiner/ zero article)

Most \_\_\_\_\_ managers consider them to be...

#### A

A frequent comment was that...

There is **a** lack of...

There is **a** need for...

#### My

My chief recommendation is that...

#### Our

We compared **our** own products and those of our competitors.

We would be able to improve **our** company image by...

#### The

As **the** head of marketing, I was asked to write a report on...

Due to **the** fact that...

Due to **the** reasons given above, I strongly recommend...

I recommend that we look into **the** possibility of...

It is not possible to reduce **the** number of...

...in **the** next quarter.

...in **the** coming year.

**The** aim of this report is to examine **the** advantages of...

**The** average was 72%.

**The** best location would be...

**The** current situation...

**The** main reason was...

**The** main advantage would be...

The purpose of this report is to outline **the** shortcomings of...

The purpose of this report is to summarise **the** findings of a survey on...

**The** vast majority of customers...

This has risen to **the** present figure of 10,700.

To summarise **the** information above...

The questions asked can be divided into **the** following categories:

**The** second part of the process is...

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

#### This

I have written **this** report in order to...

**This** report was written in order to...

**This** report examines...

The aim of **this** report is to...

## **Useful phrases for reports brainstorming**

*First of all without looking above, 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**

### **Suggested answers**

*Compare with the phrases below. Many more phrases are possible, so please check if you wrote something different.*

#### **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,...