

A report

Example question

Some students from the UK are coming to visit your town. Their teacher has asked you to write a report about transport in your town. In your report

- describe the types of transport available
- explain what is good about the transport system
- suggest what improvements could be made.

Write your **report**. Write your answer in 120–180 words.

Example answer

Subject: Transport in my town

Introduction

The purpose of this report is to describe the situation with transport in my town. It describes what kind of transport the town offers, explains the good points of the system and makes suggestions for improvements.

Give a subject for your report.

Explain what your report is going to cover.

State the purpose of the report in the opening paragraph.

The transport system

In the town there are buses, local trains and taxis. The buses run in the centre of town and are fairly regular. Tickets can be purchased on the bus. The trains run to the surrounding areas during the main part of the day. Taxis are always available, especially from the main station.

Use formal words and structures. Don't use contractions.

The good points of the system

Transport is reasonably cheap and also there are special weekly tickets which are cheaper. In addition, the buses and the trains offer a good service, usually every ten minutes and there are maps to help visitors.

Suggestions for improvements

The buses and trains are very old and quite often there is not enough space. My suggestion is that the companies should invest in larger, more modern buses and extra carriages on the trains to

Make any suggestions in the last section.

Use headings to help your reader.

Useful language

Stating the purpose:

The purpose / aim of this report is to describe / present ...

In this report I will ...

This report gives a description / presentation ...

This report is intended to ...

Formal linking words:

However, ...

In addition ...

Furthermore, ...

Moreover, ...

As a result, ...

Final suggestions / recommendations:

I would strongly recommend ...

My suggestion is ...

If these changes are introduced ...

I can recommend ...

In conclusion ...

In my opinion ...

Exam help: Reports

- Think carefully about how many sections you need. Use the question to help you.
- Check that the register you have used is consistently formal.
- Use a variety of formal structures.
- Check that you have not repeated points.
- Check you have included all the necessary information and points.