

(24.11.2020) Writing a report

1. We will begin dealing with reports by going over some general information about this piece of writing.

- Please turn to **How to write a report pdf file** and study **sections 1, 2 and 3**.
- Then turn to the two example reports at the end of this file: **section 5**.
- In each case study the report task first to identify what aspects should be covered/described by the writer. Then read the reports carefully to see if all the task requirements have been met (if the writer included the information that was expected of him).

2. Language of reports

- Continue with the above file, **section 4**.
- Study all the details of the language. Pay special attention to the language **describing numbers and proportions**, which is crucial in a report interpreting survey results. There is a variety of phrases which you can use to make your report interesting from the point of view of the language (which will make your definite asset in the exam).
- Please, do not miss the **difference between “amount” and “number”** cleared up there.

3. To do more work on reports, turn to the two files attached in the Report-practice folder.

- Turn to the **Upper, p. 92 pdf file** and do **Ex. 3, p. 92**. Ignore the diagram mentioned in the exercise instruction. Try to find an alternative way to express the amount/number given in each sentence. **Check your answers with the key at the end of the class plan.**
- Turn to **p. 91 +93 pdf file** again and do the report on **page 91**. Write your answers in **Quiz 1: write a, b, c or d in the quiz boxes. Do not write any numbers.**
- To practise giving proportions, turn to the **wiki** attached. Interpret the percentage values in as many ways as possible (**similar to Ex. 3 above**).
- This is a volunteer task so please send an individual message to me on e-nauczanie to confirm your work on the wiki. You will get additional points for this work.

4. The deadline for this class work is: 1.12.2020, time: 22.00.

KEY

Ex. 3, p. 92 (other combinations are also possible in some cases)

1. half (or: two in four) (options: nearly 60%, a significant number, two in four)
2. minority / quarter (options: not nearly 30 %, a fairly small number)
3. a small number (a minority, one in ten)
4. a reasonable number (well over 70 %, two thirds)
5. percent (a very low proportion, almost no respondents)
6. majority (a significant number, nearly four fifths)
7. by far the largest (almost 90%, a significant majority)