

Reading a report

Reading

- 1 Read the report based on the survey. For each gap, choose the best word.

Task tip

- Read the sentence carefully before choosing the word.
- Which word has the right meaning?
 - Is there a dependent preposition?
 - Is it part of a collocation (words often found together)?

REPORT ON STAFF SURVEY

Introduction

The aim of this report is to summarise points which have **1** from our recent staff survey about changes in working practices.

Reasons for changes

Staff **2** represents a major cost in our company. It involves **3** recruitment processes and staff training. We hope that by introducing these changes we will increase staff retention, motivation and efficiency.

Opinions of staff

A large **4** of our staff (three-quarters) said that they would be interested in flexible working. Several people stated that they **5** travelling to work at **6** times stressful and time-consuming.

A significant number of our employees (29%) thought that career breaks would be attractive. One **7** of staff told me that he had always wanted to travel round the world, and that he would like to return to his job **8**

A smaller percentage expressed interest in optional part-time working. These were generally people with young children. Several employees asked me if we could provide on-site nursery care for pre-school children.

Recommendations

I believe we should go **9** with these changes because staff reactions have been generally positive and because employees can choose whether to take **10** of the changes or not.

- | | | | |
|------------------|---------------|---------------|--------------|
| 1 A arisen | B raised | C rose | D risen |
| 2 A outcome | B turnover | C changeover | D downturn |
| 3 A pricey | B valuable | C extravagant | D costly |
| 4 A variety | B quantity | C majority | D range |
| 5 A suffered | B experienced | C found | D discovered |
| 6 A top | B high | C key | D peak |
| 7 A worker | B member | C colleague | D partner |
| 8 A next | B after | C following | D afterwards |
| 9 A on | B up | C ahead | D into |
| 10 A for granted | B advantage | C note | D hold |

- 2 Read the report again and answer these questions.

- 1 Why is the report divided into sections with headings?
- 2 Does the report contain all the figures from the results table on page 90? Why?/Why not?
- 3 Does the report contain all the opinions from the table on page 90?
- 4 What action does the writer say should be taken? Where is this in the report?
- 5 Does the writer give reasons for his/her opinions? Where?

Expressing numbers

Vocabulary

- 1 Look at these phrases from the report:

a large majority *a significant number*
a smaller percentage

Which means:

- 1 less than the number already mentioned?
- 2 most people?
- 3 not a majority, but a number which is worth taking into consideration?

- 2 Match these phrases (1–7) with their meanings (a–g).

- | | |
|-----------------------------------|-----------------------------------|
| 1 a tiny minority of staff | a approximately 50% of staff |
| 2 growing numbers of staff | b slightly more than 50% of staff |
| 3 a substantial majority of staff | c not many staff |
| 4 a limited number of staff | d nearly all staff |
| 5 around half the staff | e much more than 50% of staff |
| 6 just over half the staff | f an increasing number of staff |
| 7 the vast majority of staff | g a very small number of staff |

2 Read the following sentences and decide whether each of the reporting verbs needs an indirect object and add them to the table in Exercise 1.

- 1 She predicted that prices would rise by 5%.
'Prices will rise by 5%.'
- 2 My boss has ordered me to carry out a security check.
- 3 I informed them that there would be budget cutbacks in the next financial year.
- 4 He requested her to book the flights.
- 5 Several customers are demanding that we return their money.

- 6 Mrs Jones enquired how much the flights cost.
- 7 She promised me that she would meet the deadline.
- 8 He promised to look into the problem as soon as possible.
- 9 The CEO answered that they had no plans to close the factory at present.

3 Write the actual words which the speaker used for each sentence in Exercise 2.

A survey report

Writing

1 Your company's offices were built 30 years ago and they are urgently in need of modernisation. There have been several proposals for what changes should be made to the offices. You were asked to carry out a staff survey to get staff feedback on the proposed changes and then write a report for the Board of Directors. Look at the charts below which reflect staff opinions.

2 Work in pairs and:

- discuss what the charts show
- decide what section headings the report should have
- discuss which phrases from the vocabulary exercise expressing numbers would be useful.

3 Work alone and write your report.

Chart 1: How should we change our offices?

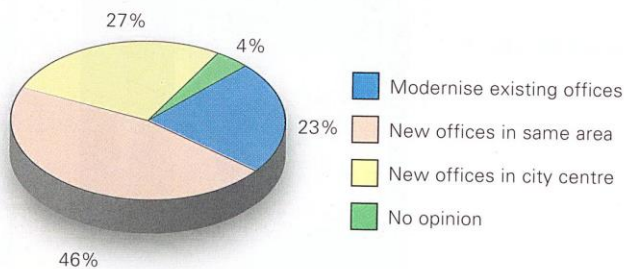


Chart 2: What do you think is the best layout for the offices?

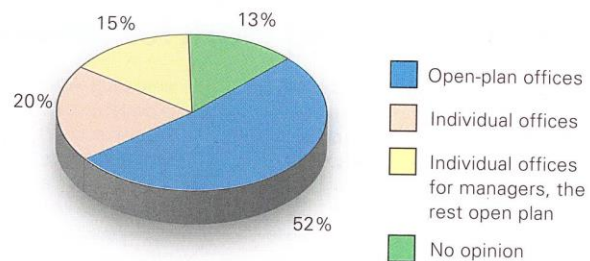
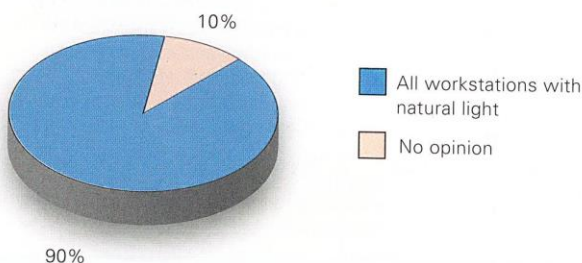


Chart 3: Do you mind working in artificial light?



Additional staff request:

Informal rest areas and meeting areas.