Reports

Before you watch

A

Discuss the questions with a partner and then share your answers with the class.

1. What type(s) of communication (report, email, webinar, tweet, blog, live presentation, seminar) does your company use for the following?

   - to say how well or how badly the company has done over the year
   - to provide information on the past three months of sales
   - to record what was discussed at a team meeting
   - to describe the progress made on a project

2. Does your company often produce reports? If so, for what reasons?

3. Do you write or help to write any reports (in English or in your own language)? If so, which ones?

Video

A

Watch the first part of the video: *What kind of reports do you write at work?* Choose the correct option to complete the sentences.

1. Vivek works in a company which always uses _____ to writing reports.

   a the same approach
   b different approaches

2. Jason works in a company where most reports provide a _____ forecast.

   a financial
   b commercial

3. Jason's company also produces _____ reports which provide an overall picture of the company's situation.

   a weekly
   b quarterly

4. Vivek's company sends out regular reports to clients which _____

   a visually summarise information.
   b provide data online.

B

Watch the second part of the video: *Why are reports important?* What reasons do people give? Write the verbs used by the people in the video.

Reports can …

1. _____ information about what a company needs to achieve.

2. _____ knowledge to others.

3. _____ a consultant's findings to a client.

Worksheet

4. _____ difficult concepts.

5. _____ information about the company's current status and whether it is on target.

C

Watch the third part of the video: *What makes a report easy to read*? Match the beginnings of the sentences (1–5) to the ends (a–e) to complete the advice.

1. Make the report as short as you can   **a** covered in depth.

2. A report has to be simple, concise and   **b** the audience is after.

3. You need to know what   **c** simple and factual.

4. Keep the report   **d** layout and spelling.

5. Pay attention to   **e** to get your point across.

Language focus

A

There is a wide variety of business reports. Complete the sentences.

action	annual	feasibility	internal	profitability	quarterly
analytical	communicate	formal	outcomes	progress	sales

1. _____ memos are used to _____ formally or informally on a wide range of topics within a company

2. _____ financial reports contain a description of the _____ of a company over the previous three month period

3. _____ reports are very _____ documents which contain a comprehensive description of a company's overall performance during the year.

4. _____ reports are used to communicate achievements made and the current state of a particular project.

5. Team meeting reports describe the _____ of discussions or _____ plans of groups of people collaborating on particular projects or aspects of work.

6. _____ reports examine the effectiveness of business opportunities.

7. _____ or scientific reports formally present research findings or data.

8. _____ or marketing reports outline what has been sold during a particular period of time.

Worksheet

B

Complete the collocations of adjectives and nouns describing reports.

1. qu _____ report

2. co _____ forecast

3. bu _____ review

4. an _____ report

5. in _____ memo

6. fe _____ report

7. we _____ update

8. sa _____ report

C

Underline the adjectives which you think describe a good report. Discuss your choice with a partner. Can you both agree on five adjectives? Give your reasons for your choice.

accurate	appropriate	biased	common	corporate	detailed	formal
annual	balanced	certain	complete	critical	dramatic	informal
anonymous	basic	clear	comprehensive	current	factual	short

Communication focus

A

Make a presentation to the class about reports and your use of reports.

• **Comment about your own experience of reading or writing reports.**
• **Comment on what features you consider make a good report.**

After your presentation, answer questions from your classmates about your use of reports.