Reports

Before you watch

Work in pairs. Discuss the questions about reports.

1. For which of the following reasons does your company produce reports?

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

2. Does your company produce reports for other reasons? If so, which?

3. Do you write or help to write any reports? If so, which ones?

Video

A

Watch the first part of the video: *What kind of reports do you write at work?* **Decide if the sentences are true (T) or false (F).**

1. Vivek's company produces summaries and updates that show its clients how and when to hire more people. **T / F**

2. Jason works in a company where most reports are commercial forecasts, but it also produces quarterly reports which provide an overall picture of the company's situation. **T / F**

B

Watch the second part of the video: *Why are reports important?* **Tick the answers given by the people in the video.**

Reports can …

1. communicate information which highlights that a process needs to be changed ☐

2. help improve the company ☐

3. transfer knowledge to others ☐

4. outline priorities and action plans ☐

5. summarise a consultant's findings to a client ☐

6. clarify difficult concepts ☐

7. provide a clear picture of what a company is currently achieving ☐

Worksheet

C

Watch the third part of the video: *What makes a report easy to read?* **Who says the following? Write the names of the speakers: Vivek, Jason, Tolani, Chris, Prad, or Baiba**

1. Make it as short as you can to get your point across.   _____

2. It has to be simple, concise and covered in depth.   _____

3. You need to know what the audience is after.   _____

4. Keep the report simple and factual.   _____

5. Pay attention to layout and spelling.   _____

Language focus

A

There are many different types of business reports. Match the reports (1–8) to the descriptions (a–h).

1. internal memo _____

2. quarterly financial report _____

3. annual report _____

4. progress report _____

5. team meeting report _____

6. feasibility report _____

7. analytical or scientific report _____

8. sales report _____

a   This report describes how much money has been made or lost over the last three months.

b   This report describes how well or how badly a company has done over the year.

c   This report describes the progress made on a project.

d   This is a report just for the people working in a company.

e   This report describes what has been sold during a particular period of time.

f   This report describes what was discussed by a group of people who work together.

g   This report presents the results of research.

h   This report examines if a business idea could be successful or not.

Worksheet

B

Underline the adjectives which you think describe a good report.

accurate	clear	complete	critical	factual	informal
basic	common	comprehensive	dramatic	formal	short

C

Work in pairs. Discuss your choices from Exercise B. Agree on the three most important features of a report.

D

Put the words in the correct order to make sentences about reports.

1. the Most of we forecasts reports do commercial are.

2. business We also quarterly reviews write.

3. Our are weekly reports mostly or summaries updates.

4. are useful often a to results summarise the of a Reports consultation way.

5. companies help Reports difficult explain information.

6. Progress for are reports useful keeping in the loop everybody.

7. Reports clear concise should and be.

Communication focus

A

Work in pairs. Discuss the questions.

1. Which kind of reports do you read or write in your language?

2. Do you read or write reports in English? If so, which kind of reports?

B

What advice would you give to a colleague who has to write a report?

> ## Useful language
> *You should……*
> *It's a good idea to……*
> *It's useful to……..*
> *Try not to………*
> *Don't………..*

Worksheet