

Task 1: Match each report type with its definition and the most typical language used in that report.

<i>Report Type</i>	<i>Definition</i>	<i>Typical Language</i>
A. Laboratory Report	1. Assesses the outcome of a test or experiment	a. “The hypothesis was confirmed...”; “Data was collected using...”
B. Feasibility Study	2. Analyzes the practicality of a plan or idea	b. “It is recommended that...”; “This option is preferable because...”
C. Evaluation Report	3. Judges the value or quality of a project or product	c. “It was found feasible to...”; “Projected costs are estimated to be...”
D. Recommendation Report	4. Offers solutions based on evidence and findings	d. “Strengths and weaknesses were identified...”; “The performance was rated...”
E. Research Report	5. Presents findings of systematic investigation	e. “The results indicated that...”; “The experiment showed...”

Task 2: Read the following short texts and identify which type of report they belong to.

1. *“Based on cost-benefit analysis and resource availability, this proposal can be implemented within six months.”*
2. *“The substance reacted with the solution, forming a white precipitate.”*
3. *“The client’s feedback suggests that usability can be significantly improved.”*

4. *“After analyzing three models, we recommend adopting Model B due to its cost-effectiveness.”*
5. *“The research focused on corrosion resistance in three alloy samples.”*

Task 3: Sort these phrases under the correct report type. (Some phrases may belong to more than one.)

Phrases:

- “The aim of this experiment was...”
- “This report evaluates the effectiveness of...”
- “We recommend adopting...”
- “The findings suggest that...”
- “This study explores the relationship between...”
- “It is feasible to implement...”
- “The apparatus used included...”
- “The results were inconclusive due to...”

Categories:

- Laboratory Report
- Feasibility Study
- Evaluation Report
- Recommendation Report
- Research Report

Task 4: Fill in the gaps using the words below

experiment, feasible, evaluated, recommend, data, implementation, analyze, hypothesis, efficiency, observed

1. The primary objective of this _____ was to determine the boiling point.
2. Based on projected costs, the plan is considered _____.
3. We _____ Model A due to its higher output rate.
4. Several issues were _____ during the testing phase.

5. The _____ was tested using three different variables.
6. The _____ was collected and analyzed using Excel.
7. This report aims to _____ the strengths and weaknesses of each option.
8. The _____ of the system was increased by 20%.
9. Early _____ suggest a positive trend.
10. Full _____ is expected in Q4 2025.

Task 5: Unscramble the words to make formal report statements

1. Words: was / experiment / conducted / controlled / a / in / environment / a
2. Words: is / feasible / proposed / the / implementation / project / of
3. Words: data / analyzed / the / was / collected / and
4. Words: the / recommend / we / further / conducting / study / of
5. Words: this / explores / factors / study / efficiency / influencing