

CAE – Report Writing

The Overall Purpose of a Report

1. Why are there so many reasons given to explain the popularity and effect that programmes in English have had on the local culture?
 - a. to allow you to use a lot of fancy English
 - b. to inform and persuade the reader
2. Why is each reason supported by explanations and statistics / examples?
 - a. to clarify the points made and to further inform and persuade the reader
 - b. to make sure you reach the minimum word limit
3. Why was the recommendation followed by the reason behind it as well as the possible effect it might have?
 - a. to further convince the reader of the validity of the suggestion
 - b. to show how clever the writer is
4. So overall, the purpose of a report is to (choose 2 out of the given options):
 - a. inform the reader
 - b. threaten the reader
 - c. persuade the reader
5. **The reader is usually informed of a present / past situation (depending on the task). This is done by using:**

a. a variety of present / past tenses	b. modal verbs and hypothetical language
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6. **In order to make a recommendation, we can use**

a. a variety of present / past tenses	b. modal verbs and hypothetical language
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Layout and Style

1. We do / do not leave indentation for each paragraph
2. A title should / should not be included
3. The title should start with “Report on...” / can be as creative as we like
4. Each paragraph / Only some paragraphs have headings
5. Including headings is optional / compulsory
6. The style is informal / formal