

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

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**