

B2 First - Writing Part 2 - Report

Write your answer in 140–190 words in an appropriate style.

Your company is experiencing a labour shortage and it is becoming quite difficult to attract new employees. You have been asked to write a report on how to entice new talent.

In your report, you should assess the current situation, explaining why potential employees are not choosing your company, and suggest changes that may help to revert this situation.

Write your report.

Introduction

A report is always based on facts (even though you will normally have to invent those 'facts') so it is not so much about making it sensational, but to be very clear and to the point. In your introduction, therefore, you should clearly state why you are writing the report and what is going to be included. Also, try not to repeat the words as you find them in the task, but instead paraphrase and use your own words. You can also say where you got the information from, but this point is optional.

Useful phrases to start your report with include:

- The purpose/aim of this report is to ...
- The report is intended to show/discuss/suggest/outline ...
- In this report I will ...

Topic paragraphs

The topic paragraphs are where you give most of the information of your report. Again, it shouldn't sound like a great story, but be factual and clear.

Of course, there are always things to be careful with:

- Only write about things related to the task. Support your points with reasons and examples.
- Don't write from your personal perspective, but rather from the group's point of view.
- Use some language to generalise your arguments:
 - In general, ...
 - Generally speaking, ...
 - Most (members) seem to ...
 - It appears that ...
 - According to ...
 - Passive voice (be + past participle)

Your suggestion/recommendation

Last but not least, we need to finish off our report with our suggestions to improve the clubs facilities.

You should always base your recommendations on the things you wrote in the previous paragraphs to make sure that your report as a whole makes sense.

You can do this by using some specific language:

- Based on the findings of this report I recommend/suggest +ing
- I (would) recommend/suggest that ...
- The following (improvements) are recommended: ...
- The best ideas/solutions seem to be ...
- It would be (highly) advisable to ...
- If it is decided to follow my recommendations, ...