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

Report Type	Definition	Typical Language
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