



HOW TO WRITE A REPORT

MASTER

CENTRO DI ALTA
FORMAZIONE

HOW TO WRITE A REPORT

1. Un titolo
2. Non si inizia mai con Dear Sir/Madam come nelle lettere.
3. È un testo oggettivo e impersonale, visto che si parla di fatti. Quindi ripassate bene la forma passiva!
4. Abbiamo diversi paragrafi in cui si sviluppa il testo (con enumerazioni dove necessario)
5. Non abbiamo nessuna firma alla fine

LA CONSEGNA:

The school where you study English has decided to spend some money on **either** buying more computers **or** improving the library. Write a report for the school director describing the benefits to the school of both these options, and recommending which one the school should spend money on.

Write your **report**. (You should write **140-190** words.)

RISPOSTA:

Use of money for school improvements

Introduction

The aim of this report is to compare the advantages of buying additional computers and of improving the library, and to suggest which would be best. I asked students for their views.

Scrivi come hai raccolto l'informazione.

Buying more computers

Some students thought this was a good idea as computers were useful for:

- Practicing writing
- Using the internet
- Playing games

Scrivi due o più punti per ogni argomento e mettili in ordine (con numeri ecc.)

Mettere dei piccoli titoli ai paragrafi rende più facile trovare le informazioni principali.

Nel report si parla di fatti, quindi non si usano troppi aggettivi o un linguaggio drammatico come nelle storie. È meglio usare frasi come quelle sottolineate nel testo.

Others said that they preferred to use their own computers at home.

Evita di mettere dettagli o descrizioni irrilevanti.

Improving the library

The majority of students preferred this suggestion, for the following reasons:

1. Many do not have a quiet place to work at home. The library could be a good place for private study, but at present there are not enough tables and chairs for everyone.
2. More up-to-date reference books are needed, even though many students use electronic dictionaries.
3. They want to be able to read books written for young people, without having to buy them.

Recommendations

It was felt by most students that improving the library would be more useful and that adding to the workspace and buying reference books would benefit the majority of students. I would therefore recommend spending money in this way.

Usa un linguaggio formale. Esprimi le opinioni in modo impersonale. Non dare le tue opinioni o raccomandazioni finché non arrivi alla conclusione.

LINGUAGGIO UTILE

INTRODUCTION:

- **The aim of this report is to...**
- **This report is intended to...**

REPORTING RESULTS:

- **Most people seem to feel/think/believe that...**
- **Several people said/told me that...**
- **Several people suggested/thought that...**

PRESENTING A LIST

- **They gave/suggested the following reasons (=motivi):**
- **They made the following points:**

1...

2...

MAKING RECOMMENDATIONS

- **I would therefore recommend that...**
- **It would seem that is the best idea.**

Report on suggestion for a college cinema

ATTENZIONE ALL'USO DELLA FORMA PASSIVA PER RENDERE PIÙ OGGETTIVO E IMPERSONALE IL TESTO!

Introduction

The aim of this report is to outline the advantages and potential problems of investing money in a small cinema, and make recommendations. In order to do this, both students and staff were consulted.

Advantages

It was generally believed that a college cinema could have wide-reaching benefits for both students and teachers. It was suggested that films in other languages as well as English could be shown, which would widen the appeal, and that the cinema might also be used for conversation classes.

Potential problems

The main concerns that were raised are as follows:

1. It would be expensive to set up and run
2. Since many students watch DVDs on their laptops, they might not be prepared to pay to watch films.
3. Only big cinemas have access to blockbusters when they first come out.

To set up= aprire (un'attività), fondare
To run (the cinema)= gestire (un'attività → qui il cinema)
To come out= uscire (film nel cinema)
To outweigh= avere maggiore peso, essere più importante

Recommendations

I am concerned that the cinema may not pay its way at first. However, all things considered, the benefits outweigh the disadvantages. I would therefore recommend going ahead with the project.



THANK YOU FOR YOUR ATTENTION!

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