

TASK 7: WRITING A REPORT

USEFUL VOCABULARY FOR WRITING A REPORT

The problem

There is a significant problem of
This can be looked at by ...ing
One way to examine this point is...
It is important to

Response to the problem

Thus
Therefore
As a result

Introduction language

sets out
shows
demonstrates
establishes
shows why
shows how

Way of dealing with the issue

approach
method
the approach used here
qualitative
quantitative

Action related to the issue

respond to
react to
take account of

Action you recommend

recommend
must / should / ought to
to be recommended
to approve

Ways of discussing how people respond to issues

flexible
inflexible
suitable
unsuitable
appropriate
inappropriate
correct
incorrect
right
wrong

Reasons for a problem

cause
create
effect
induce
produce

Reason a problem is serious

results in
has the effect of
contribute to
adds to
reinforce
to be instrumental in
to aid

Results & conclusions

support
show indicate
can be interpreted
should be understood as
demonstrate
establish