

Reports

26 Report structure and key phrases

A

1 b 2 d 3 a 4 e 5 c

B

1 f 2 d 3 a 4 e 5 c 6 b 7 k 8 j 9 h 10 g 11 l
12 i

Introduction/Background: 1, 2, 3, 4

Findings: 5, 6, 7

Conclusion/Recommendations: 8, 9

Closing comments: 10, 11, 12

C

- 1 purpose of the report
- 2 based on the figures
- 3 divided the report
- 4 can be seen
- 5 led to a situation
- 6 above
- 7 shows that
- 8 See section 4.2
- 9 I suggest that
- 10 as follows
- 11 make reductions
- 12 investigate the possibility
- 13 identify opportunities
- 14 let me have

27 Linking words and relative clauses

A

- 1 In general, However, in addition, As a result,
- 2 In relation to, so, Nevertheless, Obviously, On another point, as,
- 3 In particular,
- 4 Firstly, Secondly, In fact, So, that is to say, Alternatively, especially

B

- 1 Secondly, Finally
- 2 On the whole, Usually
- 3 Nevertheless, On the other hand
- 4 Moreover, On another point
- 5 e.g., For instance
- 6 Alternatively, Instead of
- 7 Actually, As a matter of fact
- 8 Obviously, Of course
- 9 Above all, In particular
- 10 i.e., That is to say
- 11 For this reason, Therefore
- 12 Regarding, With reference to

C

- 1 The report that the Board issued describes options for our long-term strategy.
- 2 The Board issued a report which describes options for our long-term strategy.

- 3 We interviewed three candidates who were all very good.
- 4 The three candidates that we interviewed were all very good.
- 5 Marketing want to postpone the product launch, which I feel is a mistake.
- 6 The workers who we might need to dismiss are listed below.
- 7 The team whose results were particularly good should be given a bonus.

Direct/Indirect

28 Being direct and brief

A

- | | |
|-------------|-------------|
| 1 Version 2 | 4 Version 2 |
| 2 Version 1 | 5 Version 2 |
| 3 Version 1 | 6 Version 1 |

B

Model answer:

Subject: Meeting 7 Feb

Re our phone call, the meeting place you suggested is fine – lobby of the Intercontinental Hotel in Barcelona, 2.00 on 7 Feb. Look forward to seeing you there. Please be my guest for dinner in the evening.

C

Many thanks for your email which I received yesterday. Tuesday at 10.30 is fine for me as my 9am meeting will be finished by then. Can you send me the latest sales figures before the meeting? I look forward to seeing you there.

D

~~I am writing to all my colleagues to let you know that I will be away from my office from 14–21 November on a visit to Hungary. Please direct all questions that you have to Helga in my absence.~~

E

Model answer:

Subject: Baltic States

Thanks for sending me the info about the Baltic States – it was really useful. I've forwarded your email to our representative in Estonia, Krista Kilvet. Would you be interested in giving a presentation at Head Office on the political and economic background in the region? I'm sure the Board would be interested.

F

Model answer:

Subject: Thank you for your help

Thank you for all your help during the conference in London last week. It was really appreciated. Please give my best regards to all your UK sales team – it was a great pleasure to meet them. I look forward to seeing you in Dubai at the end of the year.