

## Writing Short report

**1A** Read the sentences from a report. Decide if they are part of the Introduction, Findings or Recommendations. Complete the table.

- 1 The director has asked me to write this report to try to improve our performance at conferences.
- 2 The managers should have three days off work to attend these courses. It is hoped these courses will be run off-site.
- 3 It seems that staff do not feel confident in this soft skill, either in English or their own language.
- 4 It is therefore recommended that we organise training courses in effective presentations and other communication skills. Our aims are to give the managers of the sales and marketing teams intensive courses as a priority, then train their staff.
- 5 This report looks at reasons for these problems and aims to analyse why we are underperforming.
- 6 One of the key problems is that staff do not have the communication skills needed. In fact, the first thing we noticed was that few of our staff give presentations at conferences.
- 7 Finally, it will make recommendations.
- 8 Recently, we have failed to make a good impression at these events compared to our competitors.
- 9 It was found that staff were not prepared to do them because they have had no training in public speaking.
- 10 We might therefore need to allocate extra budget for accommodation.

Introduction	Findings	Recommendations

**B** Put the sentences in Exercise 1A in the correct order.

**2** Read the situation below and think what recommendations you could make. Then write a report of about 160 words for the director.

Your company has signed a contract with a Brazilian company, Media Sales BR. You have completed an audit of your technical and sales teams to identify potential issues in working with the new partner. It is important that employees in these departments have the language skills required to work in teams with the Brazilian company. Their technical team don't speak English at all, though their sales team members are fluent.

The audit revealed that nobody in your technical team speaks Portuguese and only 70 percent of your overseas sales staff are fluent in English. You have three months before the contract starts.

- Introduce the report clearly, stating your reasons for writing it.
- State your findings clearly.
- Make realistic recommendations.