

Reports and proposals

Paragraph plan

Useful language

<p>Paragraph 1: introduction</p> <ul style="list-style-type: none"> - State the aim of the report/proposal. - Separate report/proposal into sections and give each one a suitable heading. - Reports and proposals are formal. - Do not use contractions or informal language. 	<p><i>The aim of this report is to...</i> <i>In this report I will...</i> <i>I have been asked to write a report about...</i></p>
<p>Paragraph 2: Main point(s) e.g. strengths, advantages, etc</p> <ul style="list-style-type: none"> - Give your opinion - Use passive and impersonal structures to convey a more serious, formal style. - Use linkers of addition, contrast, consequence, etc to structure your arguments. - Use numbers or bullet points for a list. 	<p><i>In my opinion, personally, as far as I am concerned...</i> <i>Furthermore, on top of this...</i> <i>However, on the other hand, while, although...</i> <i>Therefore...</i></p>
<p>Paragraph 3: Main point(s) e.g. weaknesses, disadvantages, etc</p> <ul style="list-style-type: none"> - Explain and justify your opinions 	<p><i>Despite the fact that...</i> <i>This is because...</i> <i>For instance</i> <i>Another problem is...</i></p>
<p>Paragraph 4: Making a recommendation if required. Conclusion</p> <ul style="list-style-type: none"> - Save your recommendations for the end. 	<p><i>I strongly recommend that...</i> <i>Why don't you (less formal reports)</i> <i>In conclusion, To conclude/sum up, All in all, All things considered, Having taken everything into consideration, I conclude that...</i> <i>In my view...</i></p>

