

B2 BUSINESS WRITING ≈ 27 MIN

Writing Reports — *practice on paper*

You have built the lesson — now lock the report in on paper. New lines, same order: purpose, findings, recommendation.

Recommendation: We recommend + -ing · finding: shows that (no comma)

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY BLOCK · APPROX. 4 MIN

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Lines that say **what came out** go on the left. Lines that say **what should happen** go on the right.

Sales rose by 12% in the second quarter.

We recommend hiring two more trainers.

Most respondents prefer online training.

It is recommended that teams meet weekly.

Only 9 of 50 staff use the new app.

We would suggest moving the deadline.

Complaints fell by a third in June.

We recommend that managers test the app.

The survey shows that costs have fallen.

One option would be to close on Fridays.

FINDINGS	RECOMMENDATIONS

BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN

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Fill in the missing word. Every sentence comes from a report — read it through before you write. Where a verb is given in brackets, put it in the right form.

- 01 The of this report is to compare two suppliers.
- 02 We recommend (renew) the contract for another year.
- 03 to the sales figures, revenue fell in May.
- 04 Data was collected an online survey of 80 customers.
- 05 This that the new process saves time.
- 06 We need one more piece information on travel costs.
- 07 In , the trial has been a success.
- 08 It is (recommend) that all staff complete the training.

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN



Each sentence holds exactly one mistake. Underline it and write the whole sentence correctly.

01 We recommend to cancel the old contract.

02 The results show, that demand is growing.

03 The report gives useful informations on costs.

04 Aim of this report is to compare two offers.

05 The aim of this report is assess the costs.

06 We suggest to reduce the number of meetings.

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN



Write one sentence for each prompt, ready for your next report. Keep the order in mind: purpose, findings, recommendation.

01 The purpose of your report — "The aim of this report is to ..."

02 The method in one sentence — "Data was collected through ..."

03 A finding with a figure — "The survey shows that ..."

04 Your recommendation — "We recommend ..." + -ing form

MINI-CHECK — CAN I DO THIS YET?

- ☐ I state the purpose of the report in the first sentence.
- ☐ I give every figure a source and put no comma before "that".
- ☐ After "recommend" I use the -ing form or a that-clause.
- ☐ Every recommendation rests on a finding.

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.



Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

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| <p>01 Findings — "Sales rose by 12% in the second quarter."
<i>A figure with a time period.</i></p> <p>02 Recommendations — "We recommend hiring two more trainers."
<i>"We recommend" + -ing says what should happen.</i></p> <p>03 Findings — "Most respondents prefer online training."
<i>What the respondents said.</i></p> <p>04 Recommendations — "It is recommended that teams meet weekly."
<i>The impersonal recommendation.</i></p> <p>05 Findings — "Only 9 of 50 staff use the new app."
<i>An exact number describes the situation.</i></p> | <p>06 Recommendations — "We would suggest moving the deadline."
<i>A softer proposal with -ing.</i></p> <p>07 Findings — "Complaints fell by a third in June."
<i>A change with a time reference.</i></p> <p>08 Recommendations — "We recommend that managers test the app."
<i>"We recommend that ..." names who should do what.</i></p> <p>09 Findings — "The survey shows that costs have fallen."
<i>"The survey shows that ..." reports a result.</i></p> <p>10 Recommendations — "One option would be to close on Fridays."
<i>A careful proposal.</i></p> |
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BRICK 2 · FILL-IN

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| <p>01 The aim (or purpose) of this report is to compare two suppliers
<i>"The aim of this report is to ..." states the purpose.</i></p> <p>02 We recommend renewing the contract for another year
<i>"Recommend" takes the -ing form.</i></p> <p>03 According to the sales figures, revenue fell in May
<i>"According to" names the source of a finding.</i></p> <p>04 Data was collected through (or via) an online survey of 80 customers
<i>"Through" names the method.</i></p> | <p>05 This suggests (or indicates, shows) that the new process saves time
<i>"This suggests that ..." interprets a result with caution.</i></p> <p>06 We need one more piece of information on travel costs
<i>"Information" is uncountable: "a piece of".</i></p> <p>07 In conclusion, the trial has been a success
<i>"In conclusion" introduces the closing sentence.</i></p> <p>08 It is recommended that all staff complete the training
<i>"It is recommended that ..." is the impersonal recommendation.</i></p> |
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BRICK 3 · CORRECT

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| <p>01 We recommend cancelling the old contract.
<i>"Recommend" takes the -ing form, not a to-infinitive.</i></p> <p>02 The results show that demand is growing.
<i>English puts no comma before "that" after "show".</i></p> <p>03 The report gives useful information on costs.
<i>"Information" is uncountable and takes no plural -s.</i></p> | <p>04 The aim of this report is to compare two offers.
<i>The set opener starts with "The aim ...".</i></p> <p>05 The aim of this report is to assess the costs.
<i>After "is" comes the to-infinitive.</i></p> <p>06 We suggest reducing the number of meetings.
<i>"Suggest" works like "recommend": -ing form.</i></p> |
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BRICK 4 · WRITE

Your sentences may differ — just check the purpose, a sourced finding and "recommend" + -ing or a that-clause.

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| <p>01 "The aim of this report is to evaluate our new travel policy."
<i>A precise verb states the purpose.</i></p> <p>02 "Data was collected through interviews with six team leaders."
<i>One sentence on the method.</i></p> | <p>03 "The survey shows that 40% of trips could be done online."
<i>A finding with a figure and a source, no comma before "that".</i></p> <p>04 "We recommend replacing some trips with video calls."
<i>A specific recommendation with "recommend" + -ing.</i></p> |
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NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE

Presenting Numbers and Data

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