

WRITING REPORTS AND PROPOSALS

1. **A report** is a piece of formal writing providing and evaluating information.(it is describing something existent)
2. **A proposal** is a piece of formal information which presents plans and suggestions for a future course of action. (it is suggesting the creation of something new)

Format:

REPORT	PROPOSAL
• Give information about the person to whom the report is written (name, position) • Introduction: state the purpose and the content of the report. The source of this information. • Paragraphs 2,3,4. Start with a subheading and then present facts, evaluate them and give solutions • Conclusion with suggestions and recommendations	• Give information about the person to whom the report is written (name, position) • Introduction: state the purpose and the content of the proposal. • Paragraphs 2,3,4. Start with a subheading and then present the state suggestions, present expected results and the impact • Conclusions with a general assesement based on the content above or a personal opinion

Report- descriptive

- Solutions to problems**
- **for and against a given situation**

FORMAL REGISTER:

- sophisticated language (typical formal expressions)**
- complex setences**
- **no short forms**
- passive voice**
- use of monoverbs and never pharasal verbs**
- **use nouns coming from verbs instead of being too narrative an duse verbs**

e.g. They told me that the guests had arrived earlier.(semi-formal)

I was informed regarding the earlier arrival of the guests. (formal)

WRITING REPORTS

1. A report is a piece of formal writing providing and evaluating information.

2. A proposal is a piece of formal information which presents plans and suggestions for a future course of action.

Format

REPORTS

The main purpose of a report is to provide information about an existent situation/building/problem, so that others can make a decision or take action.

The following exercises will help you write reports, using the appropriate vocabulary and register.

Read the following rubric :

You are the secretary of the Highhills College Sports Club and you were required to write a report on the necessary changes to be done for the sports club so as to improve the quality of services and to encourage a larger number of people to attend this club.

Read the following report and give each section a subheading from the list. There is one extra heading which you do not need to use:

PURPOSE, Social Events , Conclusions, Needed Facilities, New premises

To: Dr.Parker, College principal
From: Richard Down, secretary
Subject: HIGHHILLS COLLEGE SPORTS CLUB
Date: 10th October, 2024

Purpose:

The aim of this report is to assess information related to the improvements necessary for HIGHHILLS COLLEGE SPORTS CLUB and to suggest what changes should be done .

(paragraph ORGANIZATION: Situation/ Problem+ the effect of the problem+ recommendation of improvement/ solution+ effect)

Existing facilities:

The HIGHHILLS COLLEGE SPORTS CLUB offers an excellent range of facilities. However, there are some malfunctionings with reference to the access to these facilities resulting in overcrowdedness, particularly in the fitness room. Therefore, it is recommended to reconsider the daily timetable and make an extension of the programme in the weekends which will lead to a significant decongestion. This change would offer the possibility to attend this club to people who cannot arrive in the rest of the week.

- Furthermore, showers appear to be in poor condition, most of them being broken and useless, consequently immediate repairs and renovation would be needed so that more people would be tempted to attend the club.

Needed Facilities

There are neither any cafeteria nor any restaurant within the walking distance from the club location, which means that people need to bring packed food or drink from home. Therefore, there would be wise to open such places within the sport complex for people to drink or relax after their sport activity. In this way, the place would be more welcoming and popular and people would have a place to sit and chat with a friend while resting after tiring exercises.

Social Events

Although the club offers the possibility to practice many sport games it does not provide any

competitional framework, so organising a contest between this club and other clubs would be a great idea. These events would bring together people from other places to know each other and compete and make this club better known and more popular.

Conclusions

In short,/All in all/ To conclude/ In a nutshell, on the basis of the points mentioned above, it is worth investing in the development of these premises. It will be an important place for the people of this community and it will provide welcoming location and well equipped sports centre.

Arrange the **linking devices** under the following headings:

To add more points to the same topic	To make contrasting points	To express effects	To conclude

FORMAL LANGUAGE:

Exercise 4: (15min) It is very important to use the right register in a report. Identify useful language in the given report and write it under the following headings

Passive constructions	Expressions that help describe a given situation	Expressions that help provide solutions to the problems	Expressions that help describe the effects of the solutions

Read the rubric below:

You are a student in a college and you have noticed that the aspects of the college have been affected by acts of vandalism (graffitti on the buildings, the destruction of the litter container, which has as a consequence the spreading of litter all over the school yard). In the name of the other fellow students write a report to the college principal pointing on this serious matter and come with suggestions of improvement.

Write the report following the following guiding steps and suggestions:

Step 1:

To: (give a name to the college principal), function

From: Your name, function

Subject: (What do you describe in your report?)

Date: (Write the date)

Step 2: PURPOSE:

- What is the purpose of the report?
 - present the problem
 - present whose point of view you represent

Step 3: THE CONCERNS:

- Describe the situation
- Present the effects of the situation affecting the school image

Step 4: SUGGESTIONS/RECOMMENDATIONS:

- Write the solutions the teachers are requesting in order to increase the campus security
- Present at least one effect for each suggestion presented

Step 5: Conclusions.

Using the model above, write another report, following the steps from the exercise above:
(50min)

An English magazine is interested in writing an investigation into environmental issues around the world. They have asked you to write a report for them about the following issues:

- The unfavourable effects produced by people in your area on the environment
- Suggestions of improvement

Write the report. (200-220 words)

WRITING PROPOSALS

*The general purpose of any proposal is **to persuade** the readers to do/create/initiate something new. The basic steps of a proposal are:*

- The **INTRODUCTION** presents and sums up the problem to be solved and your solution to that problem, including the benefits the reader/group will receive from the solution and the cost of that solution.

The **BODY** of the proposal should explain the complete details of the solution: how the job will be done; what method will be used to do it, which are the expected results

- The **CONCLUSION** should emphasize the benefits that the reader will realize from your solution to the problem and should urge the reader to action. It should be encouraging, confident and assertive in tone.

Proposals are informative and persuasive pieces of writing and their aim is to inform and to convince that reader to do something. The goal of the writer is not only to persuade the reader to do what is being requested, but also to make the reader believe that the solution is practical and appropriate.

Exercise 1:

Read the rubric: (15min.)

*You are a student in a highschool and you have been required to come with **suggestions to improve the quality of the end of the year activity.***

Submit the proposal.

Read the following proposal and give each paragraph a subheading from the list(there are two extra-headings):

1. Outdoor activities 2. Food included 3. Conclusion 5. Limited budget
6. Evening events 7. Variety of activities

To: Mr. Adam Smith, The principal
From: Diana Brown, student
Subject: The end of year activity
Date: October 10th 2025

Purpose

The intention of this proposal is to identify the aspects which can be improved related to the last year's activity and to suggest some new ideas that could also contribute to a more successful event at the end of this year.

Outdoor activities

Questionnaires given to an important number of students revealed that the event held at the end of the last year needs improvement.

- One of the important reason for a modification is the **lack of diversity**. Considering the offers presented by **the Outdoor Park** or by **River Cruise** we can come with some quality suggestions.
- The Outdoor Park provides us a well organised programme, starting with a barbeque and ending with an evening disco. In between these, the students can vary their activities by going to the swimming pool or to the bowling lanes.
- On the other hand, River Cruise offers a wide variety of music. The ones who are not very much into listening to jazz, can have a dance night away at Astra's night club or can enjoy the live music, much more popular among students than disco..

Food included

Complaints have also been received regarding the absence of the food at the event. Students would like food provided during all the activities, but this is not a problem anymore. Both Outdoor Park and River Cruise provide food during all the event, whether it is a barbeque, a dinner on board or some snacks for a short break, it would satisfy the students' expectations.

Limited budget

If the budget cannot be increased there are different ways to make this possible. The Outdoor Park mentioned in their offer that they have group discounts, so there will definitely be one for our college. The price for the River Cruise may also be accessible, so we could give it a try, too.

CONCLUSIONS:

I feel confident that the course of action proposed above will answer the needs of our college and the event from this year would be a great success.

Exercise 2:(15min)

Identify the useful language used in writing a report and arrange them under the following headings:

<i>Passive constructions</i>	<i>Vocabulary used to express suggestions in a proposal</i>	<i>Vocabulary used to present effects/the impact of the activities suggested</i>
	<i>CAN/ COULD+ verb</i>	<i>By doing....., consequently,..... So, there will be.....</i>

Exercise 3:

As a student representative you would like to start a new club as part of the students' extra-curricular activities. Send a proposal to the principal asking for permission and support. Don't forget to include the following details in your proposal:

- *The reason why you feel this activity is needed*
- *Make a brief description of the activity you initiated*
- *The support you need from school.*

Guidelines for writing the proposal:

Step 1:

Start with:

To: Mr./Mrs. Name, principal of....

From: The teacher's name

Subject: (What do you suggest for the school?)

Date:.....

Step 2:

PURPOSE:

Write the purpose of writing this proposal. Write what you suggest and describe the impact of your activity on the target students and who are the target students.

Step3:

Club Description:

Write a paragraph that will include the following information:

- Type of club
- Schedule
- Programme for the members
- Conditions of membership
- The impact of the club activities on its members

Step 4:

School Support Needed:

Write a paragraph in which you present the way in which the other teachers or administrator can help with your activities in any way

Step 5:

Conclusions:

Express your hope that your proposal will be seriously taken into consideration and it will be supported by an important number of people in school.

Exercise 5: (50min)

Following the steps for writing a proposal from the previous exercise, write a proposal for the following situation:

An international magazine is planning documentary programmes on famous people from different cultures who have had an important positive impact on the people where they come from. Write your proposal on The House of Fame in which you nominate one person from your country and explain why his/her contribution is remarkable. (220-260 words).