

Writing a Recommendation Report

- Writing a report involves the presentation of factual information and recommendations or suggestions.
- As with any other type of writing, reports need to be clearly organized and include an introduction and a conclusion.
- Headings are used to organize the content.
- Reports tend to be written in the passive voice.

Sample Report Task

Every year, you volunteer at a local music festival, which takes place outdoors over one weekend. The organizers want you to improve the festival and have asked you to write a short report. You should comment on the facilities that were available at this year's festival and make recommendations for the next year.

Write your report.

Report

Dear Organisers,

The following report highlights information on this year's music festival as well as recommendations for next year.

Venue

The site this year was disappointing, mainly because it wasn't large enough. There was some parking available but many people had to park over two kilometers away.

Food

There was some choice of catering on site but very little vegetarian food was offered. It is also worth noting that food was sold on one end of the field and drinks had to be purchased separately on the other side of the field, inconveniencing festival attendees.

The Programme

Festival guests seemed to enjoy the performances but many commented that each band should be given more time on stage.

The Cost

Several audience members commented on the unusually low cost of tickets.

Recommendations

A larger venue, better-organised catering, an increase in ticket prices, and some minor changes to the schedule would be helpful for next year's event.

Now you try! How would you plan this report?

Some British students are on an exchange programme at your school for one month. The school has asked you to write a report on local shopping facilities for the teacher who is in charge of the group. You should give advice on the best value for money, including places that sell food, study materials, and souvenirs.

Write your report.

To consider and remember:

- 1) Who are you writing to? In this case, you are writing to the teacher, not the students. Write more formally.
- 2) Who are you writing for? In this case, carefully think about the group of shoppers you are writing the report for (different from the target reader of the report!)
- 3) Consider budget and location for a shopping report.
- 4) Remember to address your reader and state the subject of the report
- 5) Choose appropriate headings for your paragraphs

What other topics can you think of that would be appropriate for a recommendation report?