Writing a report

IGCSE English · Vocabulary in context

Word	Example
report /rɪˈpɔːt/	A **report** gives facts under clear headings.
act /ækt/	Please **act** quickly to fix the problem.
event /ɪˈvent/	The report describes the school sports **event**.
situation /ˌsɪtʃuːˈeɪʃn/	Describe the **situation** clearly at the start of the letter.
facts /fækts/	In Prolog, **facts** such as parent(ann, bob) state what is true. Prolog parent(ann, bob)
factual /ˈfæktʃuːəl/	A report should be **factual**: give facts, not feelings.
headings /ˈhedɪŋz/	Use **headings** to divide your report into clear parts.
opinion /əˈpɪnɪən/	In my **opinion**, the film was too long.
recommendations /ˌrekəmenˈdeɪʃnz/	End the report with your **recommendations**: what should be done.
conclusion /kənˈkluːʒn/	In your **conclusion**, sum up your main points.
phrases /ˈfreɪzɪz/	Learn useful **phrases** such as “I would like to suggest”. “I would like to suggest”
aim /eɪm/	The **aim** of this report is to describe the school canteen.
solution /səˈluːʃn/	A better bus timetable would be a good **solution**.

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