

# Writing file 3

## Writing short reports

1 Do you ever write formal progress reports or other reports in your work? What do you normally include in them?

2 Read this short progress report and complete it with the headings from this list.

*Recommendations Conclusion Terms of reference  
Costs Work completed Summary of progress so far*

**Date:** 11th February

**To:** All department heads

**From:** Hugh Samuels

**Subject:** Progress report – New office

1 \_\_\_\_\_

This report is to update all departments on the current progress of the new office development project. It covers the history of the project so far.

2 \_\_\_\_\_

The foundations for the new office were laid in July last year and things have run smoothly since then. The building management team feel they are **ahead of schedule** and on course to have the office open by the launch date of the new prototype.

3 \_\_\_\_\_

Most of the external framework for the building is in place. Interior work has started on three of the four floors, with electricians installing the wiring systems. They are on course to complete this by the end of the month. The architects have run into some **minor problems** with the local council but these are close to being resolved and they feel they will **stay on track**.

4 \_\_\_\_\_

The project has remained **within budget**. The initial phase of the project was set at \$5 million and due to some recycling of the existing building, we were able to keep costs down and are in no danger of going over budget.

5 \_\_\_\_\_

Due to the amount of upfront planning, the building work is **running smoothly**. Barring any unforeseen difficulties, work will be completed on schedule by the end of the June.

6 \_\_\_\_\_

The project appears to be going well but I would recommend another progress report to be carried out during April to confirm development. I would also recommend that Erin Parkes oversees the negotiations with the local council to ensure a satisfactory resolution.

3 Look at the typical headings 1–7 used in short reports. Match them to their function a–g.

- 1 Introduction
- 2 Terms of reference
- 3 Procedure
- 4 Findings
- 5 Conclusions
- 6 Recommendations
- 7 Appendices

- a additional information that is referred to in the report and included to provide evidence of findings
- b a summary of the main findings of the report with your thoughts about the information
- c the information found as a result of the procedure
- d a suggestion on action to be taken in the future
- e an outline of what is going to be covered
- f a concise statement of who the report is for and what it is about
- g an explanation of how the material was gathered

4 Look at the phrases in **bold**. What are the opposites of these terms?

5 You are going to write a report about a project. Look at the project notes below.

- 1 Decide if this project is more successful or less successful than the one in 2. Can you think of any other solutions?
- 2 How would you organize a report on this situation?
- 3 Write the report.

### Problems

Building work two months behind schedule

Major problems with suppliers – materials not delivered on time

Minor problems with electricians, lack of manpower

Danger of going over budget

### Solutions

Get new suppliers

Increase budget to allow longer working days