

Handout

Analysis	Features	English expressions
Introduction	<ul style="list-style-type: none"> - State the area of the report - Show the methods of collecting the information 	<ul style="list-style-type: none"> - The main purpose of this report is to... - This report deals with... - In order to prepare this report, I interviewed / visited / studied / surveyed / observed / examined...
Development	<ul style="list-style-type: none"> - Operating on the hypothesis of the text, the article can be divided into different paragraphs, which deal with separate aspects of the subject. 	<ul style="list-style-type: none"> - Reporting (statements and finding): - It is stated / appears that... - It is interesting / surprising / strange that... - I find... interesting / exciting / impressive... - What important interests are raised by... - Commenting: - According to N1... - N1's opinion... - From the interpretation of N1... - N1 said / mentioned that... - It is said by N1 that... - I am told / informed that... - Summing up: - It would seem the necessary to do so is essential... - It is clearly to conclude... - Making recommendations/decisions: - It would be recommended / suggested that... - It would be more likely / advisable that... - In my opinion / viewpoint... - I strongly recommend that...
Conclusion	<ul style="list-style-type: none"> - Give the summary of the situation and recommendation of business. 	<ul style="list-style-type: none"> - Summing up: - It would seem the necessary to do so is essential... - It is clearly to conclude... - Making recommendations/decisions: - It would be recommended / suggested that... - It would be more likely / advisable that... - In my opinion / viewpoint... - I strongly recommend that...