

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 aim/purpose of the report is to... - This report deals with... - In order to prepare this report, I interviewed/visited/meet/ 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 seems/appears that... - It is interesting/surprising/strange that... - I find... interesting/exciting/important... - What important interests are raised by... - Quoting: - According to N... - N's opinion... - From the viewpoint of N... - N said/mentioned that... - It is said by N that... - I was told/informed that... - Summing up: - In conclusion the necessary to do is as follows... - To summarize, the results... - 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: - In conclusion the necessary to do is as follows... - To summarize, the results... - Making recommendations/decisions: - It would be recommended/ suggested that... - It would be more likely/ advisable that... - In my opinion/ viewpoint... - I strongly recommend that...