

WRITING REFERENCE
REPORT

TITLE

Don't forget to
use headings

INTRODUCTION

- The purpose of this report is to outline/describe/highlight/consider...
- The aim of this report is to outline/describe/highlight/consider...

- Some students/workers... were interviewed to find out their views
- Some articles were read to get the information

HEADING PARAGRAPH 1

- One advantage ofis.....
- On the other hand, it also presents some disadvantages like...

You can use
numbers or
bullet points to
make a list

HEADING PARAGRAPH 2

- It was felt by the majority of... that There are strong arguments in favour of / against...
-

FORMAL
STYLE

CONCLUSION/RECOMMENDATIONS

- Taking all the above into consideration...
- I recommend/suggest that + subject + present simple
- I would recommend/suggest + v-ing
- It would be advisable to...

EXPRESS THE
CONCLUSION
IMPERSONALLY

Don't forget to invent an appealing title

ARTICLE

TITLE

- It is widely believed that.... but, what would you think if I told you that the reality is quite different?
- Can you imagine...
- What would you think about + v-ing?
- You might think that....., but what would you think if I told you that the reality is quite different?
- Have you ever...?

INFORMAL
STYLE!!

Set some
examples
whenever
possible

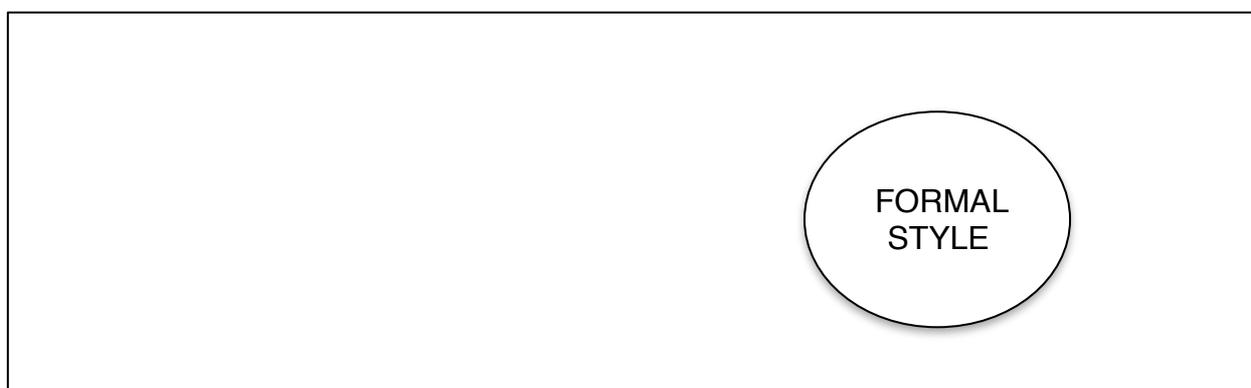
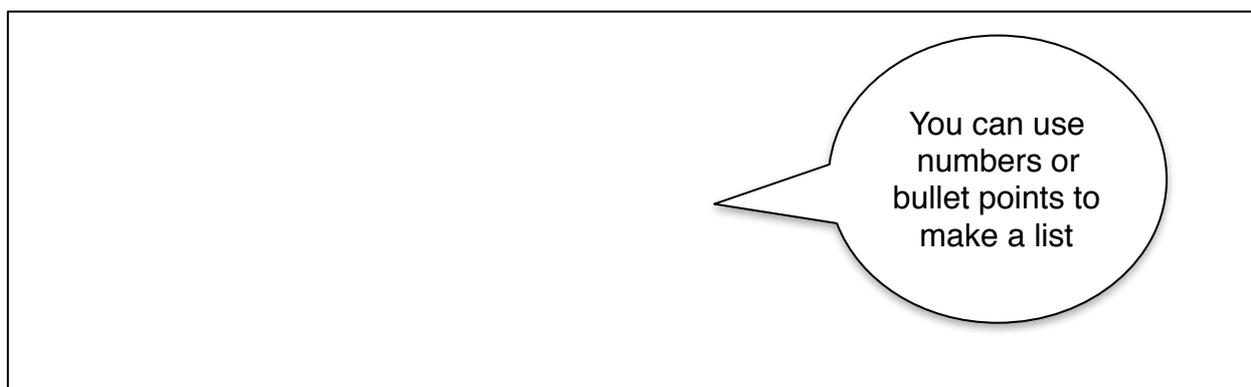
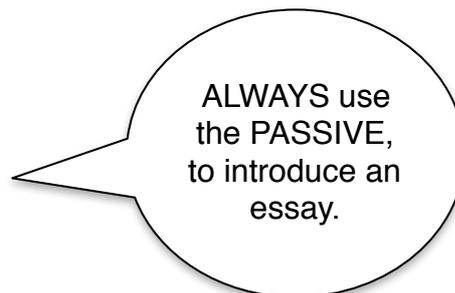
- In my opinion...
- In my view
- I think that...
- I believe that...
- As far as I'm concerned,...

Sum up what you
said in the article and
give your opinion.
Don't forget a great
ending!

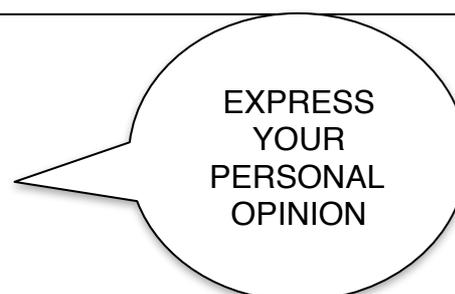
ESSAY

(NO TITLE)

- Some people think/believe/claim that
- It is sometimes said that
- It could be argued that
- It is widely believed



- To sum up
- In conclusion
- On balance, I feel that
- In my opinion
- In my view



<p><u>ADDITION</u></p> <p>further furthermore moreover in addition additionally then also too besides again equally important first, second finally, last</p>	<p><u>COMPARISON</u></p> <p>similarly comparable in the same way likewise as with equally just as ... so too a similar x another x like</p>	<p><u>CONTRAST</u></p> <p>however nevertheless on the other hand on the contrary even so notwithstanding alternatively at the same time though otherwise instead nonetheless conversely</p>	<p><u>TIME</u></p> <p>meanwhile presently at last finally immediately thereafter at that time subsequently eventually currently in the meantime in the past</p>
<p><u>RESULT</u></p> <p>hence therefore accordingly consequently thus thereupon as a result in consequence so then</p>	<p><u>SUMMARY</u></p> <p>in short on the whole in other words to be sure clearly anyway on the whole in sum after all in general it seems in brief</p>	<p><u>EXAMPLE</u></p> <p>for example for instance that is such as as revealed by illustrated by specifically in particular for one thing this can be seen in an instance of this</p>	<p><u>PLACE</u></p> <p>there here beyond nearby next to at that point opposite to adjacent to on the other side in the front in the back</p>