

USEFUL PHRASES [REPORT]

INTRODUCTION

- The aim / intention / purpose of this report is to outline / present / discuss / sum up ...
- Further to my visit to ..., I have prepared the following report.
- I have recently visited ... and have prepared the following report for your consideration.
- This involved visiting / looking at / investigating ... / The data was obtained by ...
- In order to help make this report I asked / discussed / gave out a questionnaire ...
- It is based on my observations / the feedback from participants ...
- My findings are outlined / presented below. / I outline my findings below.
- The report contains the relevant details concerning the problem as you required.

INTRODUCING POINTS

- To begin with ... / Let us start with ...
- First(ly) ... / In the first place ... / First of all ... / The first aspect / thing to consider is ...
- Second(ly) ... / Third(ly) ...
- Moreover ... / Furthermore ... / What is more ...
- Another aspect to consider ... / Yet another aspect / consideration is ...
- Besides that ... / Apart from that ... / In addition to this ... / On top of that ...

INTRODUCING YOUR OPINION

- I think / believe that ... / In my opinion ... / I am of the opinion that ... / It seems to me that ...
- Personally I believe that ... / In my view ... / If you ask me ... / To my mind ... / As far as I am concerned ...
- I would like to suggest / recommend ... / I therefore suggest / recommend ...
- I (strongly) recommend ... / My recommendation is to ...

INTRODUCING SOMEONE ELSE'S OPINION

- A few / Many / The majority / minority of people said / reported / complained ...
- According to ... / As ... said ... / In the words of ...
- It is said that ... / It is often suggested that ...

GIVING EXAMPLES

- For example / instance ...
- This can be shown / illustrated / demonstrated / clarified by ...
- Let me just give you an example, ...
- The picture / diagram shows / illustrates ...

COMPARING

- One of the main / biggest / most significant / ... differences between ... and ... is ...
- Unlike ..., ... is ... / While / Whereas / Although ... is, ... is ...
- ... is completely / entirely / totally different from ...
- ... is a little / slightly / somewhat / a great deal bigger / more elegant / ... than ...
- ... is not quite / nearly as comfortable / expensive / convenient / ... as ...
- ... is virtually / exactly the same as ... when it comes to ...

CONCLUSION

- It can be seen from the data / reactions / information above that ...
- All things considered, I believe that ... / Taking everyone's comments into consideration ...
- In general / On the whole I found that ...
- In conclusion ... / To conclude ... / To sum up ... / In summary ...
- To put the matter in a nutshell ... / In a nutshell ...