

Reports

Report structure

Introduction / Background	As requested at the Board meeting of 18 April, here is my report. The report will discuss/consider/describe/analyse/review ... The report is based on ... I have divided the report into three sections.
Findings	The findings/figures/results/investigations show that ... It appears that This has led to a situation where ... The graph/table shows that ...
Signposts	As can be seen in table 1/section 2/figure 3, ... As mentioned above, .../..., see below. ... and I will discuss this in more detail below/in section 3.2.
Conclusion / Recommendations	I (would like to) suggest/recommend that ... My specific recommendations are as follows.
Closing comments	Please have a look at the report and let me have your comments. Please feel free to contact me if you have any questions.

Linking words

Sequence	Firstly, ... Secondly, ... Finally, ...
Talking generally	In general, ... Usually, ... On the whole, ...
Contrast	However, ... Nevertheless, ... On the other hand, ...
Adding another point	In addition, ... Moreover, ... On another point, ...
Examples	For example, ... For instance, ... e.g.
Alternatives	Either ... or ... Alternatively, ... Instead of ...
Real (surprising) situation	In fact, ... Actually, ... As a matter of fact, ...
Something is obvious	Clearly, ... Obviously, ... Of course, ...
Most important point	Especially, ... Above all, ... In particular, ...
Rephrasing	In other words, ... That is to say, ... i.e.
Result/consequence	As a result, ... Therefore, ... For this reason, ...
New topic	In relation to ... Regarding ... With reference to ...

Careful, balanced style

Giving both sides of an argument	In general ..., however ...	On the whole ..., but ...
Making a statement less general	Many/Some ...	Usually/Typically/Often ...
Making a statement less certain	It is possible/probable that ...	It seems/appears that tends to be ...
Making a comparison less strong	substantially/considerably/much (+ comparative adjective) significantly/relatively (+ comparative adjective) marginally/slightly (+ comparative adjective)	
Concluding	On balance, ... Taking all the above points into consideration, ...	