## Report Writing Exercise

A Write the phrases from the box into the most appropriate section below.

<table>
<thead>
<tr>
<th>A solution to the problem would be …</th>
<th>The marketing department should implement …</th>
</tr>
</thead>
<tbody>
<tr>
<td>As can be seen in graph 1, …</td>
<td>The purpose of this report is to…</td>
</tr>
<tr>
<td>Overproduction is an ongoing problem.</td>
<td>This report responds to the board’s request for …</td>
</tr>
<tr>
<td>Presently we assess customer feedback by …</td>
<td>This report sets out to establish …</td>
</tr>
<tr>
<td>Table 3 shows the results of a survey about …</td>
<td>This report will consider the following …</td>
</tr>
<tr>
<td>The action I would specifically recommend …</td>
<td>Transport costs have increased more than 15%.</td>
</tr>
<tr>
<td>The correct course of action would be to …</td>
<td>We can see from our results that we are losing market share.</td>
</tr>
</tbody>
</table>

### OPENING

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### BACKGROUND

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### FINDINGS

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### RECOMMENDATIONS

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ANSWERS

OPENING
The purpose of this report is to...
This report responds to the board’s request for ...
This report sets out to establish ...
This report will consider the following ...

BACKGROUND
Overproduction is an ongoing problem.
Presently we assess customer feedback by ...
Transport costs have increased more than 15%.

FINDINGS
As can be seen in graph 1, ...
Table 3 shows the results of a survey about ...
We can see from our results that we are losing market share.

RECOMMENDATIONS
A solution to the problem would be ...
The action I would specifically recommend ...
The correct course of action would be to ...
The marketing department should implement ...