

## Report Writing Exercise

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

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

