

## Useful vocabulary for writing reports

The aim of this report is to ...

examine  
consider  
investigate  
calculate  
ascertain ('find out')  
test  
summarise  
demonstrate  
illustrate

We find that

Our calculations show that..  
We can see from the graph..  
Examining the data, we can see..  
Our findings suggest..

to anticipate.. (to think, to expect)  
to estimate.. (to guess)  
to find.. (to discover)  
to apply a rule  
to arrive at a solution

According to our ...

estimates  
findings  
calculations  
initial workings  
analysis

In the first case.. second case  
first example.. second example  
first instance.. second instance

Our findings ...

were surprising  
were unsatisfactory  
confirmed our hypothesis  
were as we anticipated

As a consequence  
Consequently  
As a result  
Due to + [ noun ]  
Since + [subject + verb]  
Despite + [noun]  
          + [verb - ing]

Change:

to adjust	adjustment(s)
to vary	variation(s)
to modify	modification(s)
to alter	alteration(s)
to transform	transformation(s)

### Getting register right...

- **Avoid posing direct questions**  
(such as: 'How should the aluminium sheets be designed?')
- **Avoid using the 'second person' form ('you')**  
(such as: '.. the combinations you can get from eleven flavours')
- **Use the passive form where possible**  
(e.g. not 'One can calculate the cannonball's trajectory' but 'The cannonball's trajectory can be calculated')
- **Avoid using words with multiple meanings, such as 'get' and 'change'.**  
They are more likely to lead to confusion, and are more colloquial. Look for more precise examples to say exactly what you mean. (See examples for 'change' above)