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)