WRITING A REPORT – USEFUL PHRASES

Nach den Angaben zu ***From***, ***To***, ***Subject*** und ***Date*** ist der Report in **klare Absätze** gegliedert.
Jeder Absatz hat eine **Unterüberschrift**.

1 **Einleitung** - **Introduction**
2 Ergebnisse präsentieren - Present the results
3 Gründe nennen - Give reasons for the results
4 Empfehlungen geben - Recommendations
5 Schlussteil - Conclusion

Einleitung – Introduction

Beispielsätze:

- *The report **outlines / presents** the results of a survey conducted **among** (e.g. students at our school) **about** (e.g. activities, pastime preferences) and provides **recommendations for** (what).*
- *The **aim / purpose** of this report is to present the results of a survey **requested by** (e.g. the school principal) and to suggest (what).*
- *The **purpose** of this report is to show **what** students like about (what) and to suggest (what).*
- *This report **is based** on **data / information** collected at my school.*
- *The figures are given **in percentages.***

Zusätzlich kannst du einen Satz über die **Antwortmöglichkeiten** der Umfrage schreiben.

Beispielsätze:

- *The participants were given the following **options** to choose from: (list them here)*
- *The survey offered several **possible answers**, including: (list them here)*
- ***Respondents were asked** to select one of **the following choices**: (list them here)*

Tipp: When listing items, keep them all in parallel form. This means using either all infinitives (to rent, to live) or all gerunds (renting, living). **Avoid mixing the two** — consistency is key.

Beispielsätze:

- *Participants were asked to choose from the following options: **to rent** a flat, **to live** with their families, **to live** on campus, or the "I don't know" option.*
- *Participants were asked to choose from the following options: **renting** a flat, **living** with their families, **living** on campus, or the "I don't know" option.*

Ergebnisse präsentieren – Present the Findings

- *Overall, it can be seen that*
- The findings **reveal** that
- *The survey **showed** that*
- The **vast majority of respondents** stated that / **preferred**
- **A large number of participants** said that
- *Almost **half of the respondents** chose*
- *One of the most **popular options was***
- ***Only a few** students said that*
- *The most **common answer was***

Beim Vergleichen (When comparing)

- *The figure is **ten percentage points higher/lower** among*
- *The **most/least** popular/attractive option is*
- *... is **twice as** high among ...*

Statt genauer Zahlen und Prozentsätze kannst du auch die folgenden Ausdrücke verwenden:

1–2 % - *hardly anyone*
5 % - *one in twenty students*
10 % - ***one in ten** students, one out of ten students*
15 % - *one in seven students*
20 % - *a fifth of the students*
25 % - *a quarter of the students*
27 % - ***slightly over** a quarter of the students*
30 % - ***less than** a third of the students*
33 % - *a third of the students*
35 % - *slightly over a third of the students*
40 % - *two-fifths* of the students
48 % - *nearly half of the students*

50 % - *half of the students*
55 % - *more than half of the students*
65 % - *two-thirds of the students*
70 % - *seven in ten students*
75 % - *three-quarters of the students*
80 % - *four-fifths of the students*
99 % - *almost all the students*
100 % - *all the students*

2%–5% - *a tiny number of students*
10%–15% - *a small minority*
85%–95% - *the majority*
95%–98% - *the vast majority*

Beispielsätze:

- ***Only 4 students*** *said that they liked reading, which accounts for 10 per cent of all students.*
- *According to the chart, only* ***4 of 40 students*** *(a small minority) liked reading.*
- *The survey revealed that* ***a small minority of*** *students wanted to work on weekends.*

Statt "*students*" kannst du auch andere Wörter verwenden, z. B. "*survey respondents*" oder "*participants*".

Gründe nennen – Possible Reasons for the Results

- *The results can be easily explained.*
- *This may be* ***due to***
- ***The main reason for*** *this preference* ***is that***
- ***Another reason for*** *this is that*
- *One possible* ***explanation*** *is* ***that***
- ***This suggests that***

    - *There are several reasons for these preferences.*
    - *There are many possible reasons for the survey findings.*
    - *The survey results can be explained quite easily.*
    - *The reasons for the results are/are not surprising.*
    - *Several reasons may explain these results.*
    - *The reasons behind the students' choices are mainly personal.*
    - *This result may have been influenced by personal preferences.*

Empfehlungen geben – Recommendations and suggestions

Nützliche Formulierungen für Empfehlungen:

- ***Based on the results****, it is suggested that*
- *It is* ***recommended*** *that*
- ***One possible solution*** *would be to*
- *The school should* ***consider***
- *It would be* ***beneficial*** *to*
- *It may be a* ***good idea*** *to*

- ***One way to*** *improve the situation would be to*
- ***Another recommendation*** *would be to*
- *The* ***findings suggest that*** *the school should*
- *Students would* ***benefit from***
- ***More attention should be given to***
- *In order to improve ..., the school could*

Schlussteil – Conclusion

Nützliche Formulierungen für den Schlussteil:

- *To sum up,*
- *In conclusion,*
- *All in all,*
- *There is a clear* ***trend*** *towards*
- *There is a strong* ***preference*** *for*
- *There is clear* ***potential*** *for*
- *This leads to the conclusion that*
- *It* ***can be concluded*** *that*
- *The* ***overall findings suggest*** *that*