

Report writing

Examples to discuss.

A sophisticated area on the ground floor, the Millennium Lounge is ideal for a quiet drink or designer coffee.

Sit in the beautiful conservatory overlooking George Square and watch the world go by.

There is a great selection of drinks and cocktails on offer.

A nice location on the ground floor, the Millennium Lounge is best for a quiet drink or posh coffee.

Sit in the lovely conservatory, look out over George Square and watch the world go by.

Great choices of drinks and cocktails are on offer.

Report writing

When you are writing a report you should use formal language. It is also important to proofread your work.

Proofreading means reading over your work to check for mistakes.

The text below has not been proof read. It also includes informal language.

I have been to the braserey for my interview and here is what I found out.

The Braserey on george square offer's cosy dinning in empresive settings. Its a nice plaice and the grub is local from local shop's. It's got loads of seafood dishe's using Loch Fyne food and tasty scottish beef that's especally picked and aged from Thurso.

1. Use the dictionary to help with spelling if you are unsure.
2. Proofread again, this time correcting any informal language that has been used.
3. Using a thesaurus, look up different words to replace the following:
 - cosy
 - settings
 - grub
 - nice
 - loads
 - local
 - food
 - tasty
 - picked
4. Rewrite the text using more formal language and some of the new words you have chosen from the thesaurus.

Report writing

Remove the first person reference

Remove your involvement

Remove the question word

Change the verb from the past tense

I asked what was the most popular dish in his restaurant.

He replied that it was lasagne

Remove question reply

Change the verb from the past tense

The most popular dish in the chef's restaurant is lasagne.

Remove the first person reference

Remove your involvement

Remove the question word

Change the verb from the past tense

I asked how he sourced his ingredients.

He said that he had local suppliers that he used all the time and they knew what cuts of meat he preferred.

Remove question reply

remove the personal reference



Report writing

I asked the chef what was the most popular dish he's made and he said it's Scotch Broth.

The chef's most popular dish is Scotch Broth.

I wanted to know where the chef got his meat from and he said the local butcher's.

The chef gets his meat from the local butcher's shop.

Report writing

I asked the chef if he catered for customer requests and dietary needs and he said yes.

The chef caters for customer requests and dietary needs.

I asked the chef if he changed his menus regularly, and if so what did he look for when changing menus. He said that one of the reasons were the seasons which affected the kind of stuff he could make.

The chef changed menus regularly. The factor that influenced the menu change was the seasons, which affected meat and vegetable dishes.

Report writing

One possible answer to page 3

Change:

I asked how he sourced his ingredients. He said that he had local suppliers that he used all the time and they knew what cuts of meat he preferred.

to:

Ingredients are sourced from local suppliers who know the chef's preferred cuts of meat.