

BEC Writing Test: Useful Phrases (Report)

This handout provides you with a selection of useful vocabulary and phrases you can use to write your formal reports for the BEC Higher Writing Test.

Introducing the report

The aim / purpose of this report is to examine / evaluate / describe / outline / assess (the positive and negative features of two different forms of ...) (the various options open to people ...).

The following report describes / deals with / evaluates / outlines / presents / provides an account of (...).

This report aims to provide an overall view of the situation below.

It will also include / consider / suggest / recommend (...)

The report is based on a survey conducted among (e.g. college students).

Presenting facts

It is generally accepted that (...)

The vast majority of (...)

This is probably due to the fact that (...)

While / although data is hard to come by, it is thought that ...

Predicting the future

The outlook for young people / jobs / the country is (far from) bright / optimistic / depressing (...)

The future looks bleak / remains uncertain / is promising (...)

Making recommendations

One measure which may improve the situation would be to introduce (...)

I would (strongly) recommend that the (company / college) should (...)

In the light of the results of the survey, I would (strongly) advise against (...)

I feel it would be to our advantage if (...)

It might be advisable to (...)

It might be preferable to (...)

I have no hesitation in recommending (...)

I am of the opinion that (...) / It is my view that (...)

It appears that (...)

In conclusion / On balance / To sum up (...)