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for Upper Intermediate Students: Учебное пособие / Е.Б. Ястребова,
Л.Г. Владыкина, М.В. Ермакова. – М.: Издательство «Экзамен»,
2003. – 640 с.

HOW TO WRITE A SURVEY REPORT

A survey report is a formal piece of writing based on research.

I Structure:

Introduction

State the purpose/aim of the report, when and how the information was gathered.

Main Body

All the information collected and analysed is presented clearly and in detail (break down the respondents into groups according to sex, age and place of residence, state the main differences between groups). Subheadings, numbers or letters can be used to separate each piece of information.

Conclusion

Sum up the points mentioned above. If necessary a recommendation can be included as well (one way of summing up is making some general comments).

II Useful hints and phrases:

Present Tenses, Reported Speech and an impersonal style should be used in survey reports. Use a variety of reporting verbs such as *claim, state, report, agree, complain, suggest*, etc.

When reporting the results of a survey, the figures gathered should be given in the form of **percentages and proportions**. Expressions such as “one in four” or “six out of ten” can be used, or exact percentages e.g. *25% of the people questioned, 68% of those who filled in the questionnaire*, etc. Less exact expressions such as: *the majority of those questioned, a large proportion of, a significant number of*, etc. can also be used.

III Useful language for reports:

To introduce: *The purpose/aim of this report, As requested, This survey was carried out/ conducted by means of...,the questionnaire consisted of etc.*

To generalize: *In general, generally, on the whole, etc.*

To refer to a fact: *The fact is that..., In fact, In practice, etc.*

Write A Survey Report

D Kirk



Write A Survey Report:

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