

UPPER INTERMEDIATE UNIT 5

a report

speakout WRITING TIP

When you write a report, it is very important to present the information clearly. Before you write the report, you need to think about how you are going to structure the different points and use a different paragraph for each. You should include a general overview, detail information relating to the different points you make and an overall conclusion.

- 1** Which of the following products do you use? Which do you think are the most useful? Why?
a smartphone a mobile phone a tablet computer a personal computer

- 2** The table below shows worldwide sales for smartphones, mobile phones, tablet computers and personal computers in 2010 and 2011. Look at the table and answer the questions.

- Which product has increased its sales the most?
- Which product sells the most?
- Which product has decreased in sales?

	20w0 sales (million units)	2011 sales (million units)	Increase
smartphones	297	480	61%
mobile phones	1143	1120	-2%
tablet computers	19	35	84%
personal computers	346	355	2%

- 3** Read the report on the information in the table.

The table shows smartphone, mobile phone, tablet computer and personal computer sales in millions of units for the years 2010 and 2011.

First of all, when looking at phone sales, it can be seen that overall sales have increased significantly. However, comparing the sales of smartphones with mobile phones it becomes obvious that the overall increase is due entirely to smartphone sales as there is almost no difference in sales of ordinary phones.

Figures show only a slight variation between 2010 and 2011. On the other hand, there are significant differences in smartphone sales over the same period with an increase of a staggering 61% in only a year. This trend is likely to continue as more and more people who need to buy a new phone decide to change over from the ordinary type to the smart type. The results for smartphones showed an interesting contrast to those for mobile phones with smartphone sales rising significantly even though mobile phone sales continue to be far more important than smartphone sales.

The figures for computer sales are equally interesting. To begin with ...

- 4** Read the report again and find:

- 1** Two phrases which say that two things are nearly the same.

- 2** Four phrases that talk about differences.

- 3** Four linking phrases.

- 5** Look at the phrases in the box which have the same or a similar meaning.

almost no difference equal
significant difference
only a slight variation no difference
no variation of greater importance
far more important more or less equal

- 6** Use the words in the box to complete the sentences.

however nevertheless despite
even though

- Some people don't like smartphones _____ they have many advantages.
- Smartphones are very useful. _____, they are expensive.
- _____ the fact that everyone seems to have a smartphone, mobile phones sales are still twice that of smartphones.
- Smartphones can run down the battery very quickly. _____ battery life is improving every year.

- 7** Complete the report by comparing computer sales figures in the table and then providing an overall conclusion (100–150 words). Use at least six of the expressions in exercise 4.

Plan your writing

- Think about the content of your report. Provide a general description of computer sales, contrast sales of tablet and personal computers and mention sales of different types of phones and computers in your conclusion.

Check your writing

- Have you used at least six of the expressions in exercises 4 and 5?
- Have you checked your grammar and spelling?
- Did you find any mistakes?