Report Writing in English

Introduction

Some tips and examples of common mistakes, especially for TEPE students writing their senior reports.

1. Tips

1.1 Do not use "we", "our", "I", "my" in a formal report, except in the Acknowledgements Section. In the text, use the passive voice similar to newspaper reporting.

1.2 Allow time for checking the English grammar and spelling. If students wait until the deadline, there may be a queue of reports waiting of more than one week.

1.3 Do not use abbreviations such as isn't, don't, it's, can't in a formal report, You will see abbreviations used on Internet, but the articles are usually more informal.

1.4 Do not start a sentence with And.

1.5 Tenses

Proposal report	Future passive tense e.g. a program will be written
Literative survey	Past tense
Progress report	Past passive tense for reporting work done **e.g.** a machine was used to ……
Results	Past tense **e.g.** the flow <u>was</u>…… The results <u>showed</u> that but present passive tense may be used referring to tables and graphs **e.g.** the results <u>are shown</u> in Fig.1
Further work suggested	Future passive tense **e.g.** more tests <u>will be</u> done
Final report, including abstract and summary	Mainly past passive tense as results and conclusion arise from work done.

2. English grammar c.f. Thai

2.1 English is often more direct than Thai language

e.g.

Thai style		**English**	
According to the result, it shows…….	**x**	The result shows that …….	√
Regarding the result, it shows……..	**x**		
According to the Figure 2; it shows that	**x**	Figure 2 shows that …….(no the)	√
From the Figure 2, it shows that	**x**		
According to the reults, there is a conclusion……..	**x**	The conclusion from the results is……	√
In this project, it will investigate……	**x**	This project will investigate	√

2.2 Classifiers in Thai are not used in English

e.g.

Students two persons	**x**	Two students	√
The wheel part was changed	**x**	The wheel was changed	√
The adjustment step was made	**x**	The adjustment was made	√

2.3 Use of a and the

"a"	"the"
Refers to any one of many, is not specific, and is used for the fast time	Refers to the specific one, normally after it has been specified in an earlier sentence by "a"
e.g. I see a cat	**e.g.** The cat is black (the specific cat that I see)

2.4 Nouns and similar verbs

Noun	Verb
management	manage
responsibility	be responsible for
comparison	compare
weight	weigh (no t)
lack of	lack
Shipping	ship
Shopping	shop for
development	develop
Maintenance	maintain
difference	differ from

2.5 Nouns and similar adjectives

Noun	Adjective
enviroment	Enviromental
commerce	commercial
industry	industrial
finance	financial
society	social
benefit	beneficial
structure	structural
dfference	different
experiment	experimental

3. Some other common mistakes

3.1 the word data is plural

3.2 after using……not after used

3.3 to /for / by
e.g.
want to make…….
used for making……
made by building……..

3.4 as follows :
or, as the following :

3.5

study for the details	x	study the details	√
study on engineering	x	Study engineering	√

3.6 in case of = if
in the case of = referring to some action or item

3.7 A committee is a group of people in a meeting
A person is not a committee, only a member of a committee.

3.8 Use of proper
Proper usually means the same as correct
Other alternative words are suitable, actual, real.

3.9 etc. (et cetera) means and others.

and etc x etc √