

10 things to consider when reporting in English

1. **Do you want to be closed?** Sometimes you are reporting for ‘information purposes’ only. The past simple referenced against past dates can clearly communicate this. **Example:** I sent the report to the audit committee on the 13 September. This can be helpful when you want to provide quick updates, don’t want feedback, or are looking to be transparent but not engage in a discussion.
2. **Do you want to be open?** Do you want your audience to feel they can respond to what you have said and provide feedback or questions? The present perfect, I have + past participle is really useful. **Example:** I have completed the review of YTD costs and I would welcome your feedback.
3. **Do you want to communicate unfinished activities/projects that are on track and in control?** For mid-term/long term objectives the present perfect continuous, have/has + been + verb + ing, can be useful. **Example:** We have been analysing the new system and it should be complete by early December 2021.
4. **Do you want to communicate urgency?** The present continuous is very useful, ‘am/is + verb+ ing’. **Example:** We are reviewing this as a priority today!
5. **Do you want to be responsive?** ‘Will’ is very useful at communicating a responsiveness in the moment. **Example:** I will check this today and get back to you.

6. **Do you want to be considered and highlight you have thought deeply about your next steps?** 'Going to' and any form of the present continuous for the future are useful here. **Example:** I am going to review the performance of the senior management team by the end of the year.
 7. **Do you want to be political?** Use a linking word to qualify or contextualise what you have said. Just remember the difference between 'however' and 'but' (contrasts) on the one hand and 'although', 'even though', 'despite' and 'in spite of' (qualifies) on the other hand.
 8. **Do you want to be powerful in expressing your conviction?** I believe, I feel strongly, I would strongly advocate for, we need to, we have to take this seriously.
 9. **Do you want to be more tentative in your contribution?** I would suggest, have you considered, we might want to, we could think about? If we did x, we could/might achieve y.
 10. **Do you want to talk about lessons learnt in a candid way?** The modal perfect can be useful when applied to your actions. Be careful not to use in an aggressive way when reviewing the actions of others. We should have given more time to piloting the system before going live.
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