

Key takeaways from the writing (formal report)

1. REPORT FORMAT: formal reports usually have a title and are divided into an introduction, sections (often with section headers), and a conclusion/recommendations (in this case advice).

2. NATURE OF THE TASK: The task was to write about **your role/job, not yourself**, i.e. a kind of job description **for new employees/joiners** (but not actually new employees in your role). "Will" is a future tense. Using "will" reads more like a situation vacant ad.

3. STYLE/REGISTER: less personal = more formal.

a) **As** an English language trainer, **you** are/will be responsible for.... (typically Swedish structure, stylized English, addressing an applicant in a situation vacant ad)

b) **English language trainers are responsible for...** (more direct, subject in position 1)

* **Use your company or team name to avoid referring to "we"**

* **Use your job title** (abbreviated if necessary) to avoid talking about "I" or "you", for example ELTs = English language trainers.

* **Use the passive**

Compare:

a) **We** usually **set up a meeting** with potential clients. (active)

b) **A meeting is** usually **set up** with potential clients. (passive)

Don't contract! (I'm, I've, She's, We'd etc)

4. PUNCTUATION:

Capitalization: In English we capitalize "proper nouns", i.e. the name or title of a specific place, person or product. For example, I'm a "language trainer" but my title is "**Senior Language Trainer**". The "Meet Media Platform" is a product/brand name, but a "media platform" is just a media platform. **Remember to capitalize all the words in a name/title, not just the first one.**

Apostrophes: Don't forget the apostrophe in a possessive = The SM's role, Anticimex' profit

Hyphens: Hyphen recommended = a high-throughput and concurrent system

No hyphen = "work closely with the IT- and product department"

NB the name TB-Group is technically "Swenglish" because it uses an English word but a hyphen that wouldn't there in English.

5. FALSE FRIENDS AND L1 INTERFERENCE:

* Examples of false friends (in English)

= *routines, map, social, structured, where (as in "där")*

Please note that "qualifications" = university degrees, diplomas, certificates etc. They're not the same as skills, competencies or personal qualities. And no need to refer to qualifications

6. BULLET LISTS: It's perfectly acceptable to use bullet lists in a report (but preferably only one ☺). Make sure that they're parallel, i.e. that they all start with same grammatical structure. But in an English class, it might be more educational to take a risk and write some body text to give the teacher something to correct.

7. ELEMENTARY LANGUAGE: Avoid elementary or vague words like "big" and "things"

8. ADVICE: Always check your text for typos/spelling mistakes with a spellchecker.

9. LINKING/CONNECTORS: ...coming shortly