Find out everything you need to know about Cambridge C1 Advanced Writing - reports. Learn how to analyse a task, layout, register and useful language. What exactly do you have to include in your report? Who is going to read your report? You should read the task very carefully and underline keywords which give you the answers to the questions above.

Conclusion/Recommendation. Last but not least, we need one last short paragraph to wrap up our report. What you write in your conclusion depends on the things you mentioned in the main section and the exact requirements in the task. Most of the time, you have to make a recommendation so it is important to use some persuasive language (after all, you want the person who reads your report to do follow your recommendation). 'What do you want to know?' ‘Er, I'm interested in the High Trees Estate area. I live there.’ 'Well, come over here, we'll have a look.' Marilyn followed the man to a shelf of books about the history of the area. 'I'm very interested in old stories ghost stories things like that,' she said. 'Ghost stories?' he said. ‘I looked at the map. Our house is just where the farmhouse used to be. I looked in another book. The farmhouse was built about two hundred years ago.’ 'That doesn't mean there's a ghost! Therefore, the results proves that Moringa seeds can be a coagulant.3. The Malunggay-purified-water as the researchers have conducted their study found out that their product is not yet suitable for human consumption or as a safe drinking water. Hence, the product could still undergo further studies and development to have the desirable results which is fitted for human drinking water.