

Report writing

1. Write a report with the instructions below or choose a report task from the SRDP website https://aufgabenpool.at/srdp_lfs/index.php?id=en
2. Read your report using the checklist on page 2

You work as an intern for WorldTravel, an international tour operator based in London. Your boss, Mr. Wright, has asked you to write a report about tourism and Austria for an upcoming tourism fair. He has asked you to include information from the 2019 Statistik Austria survey.

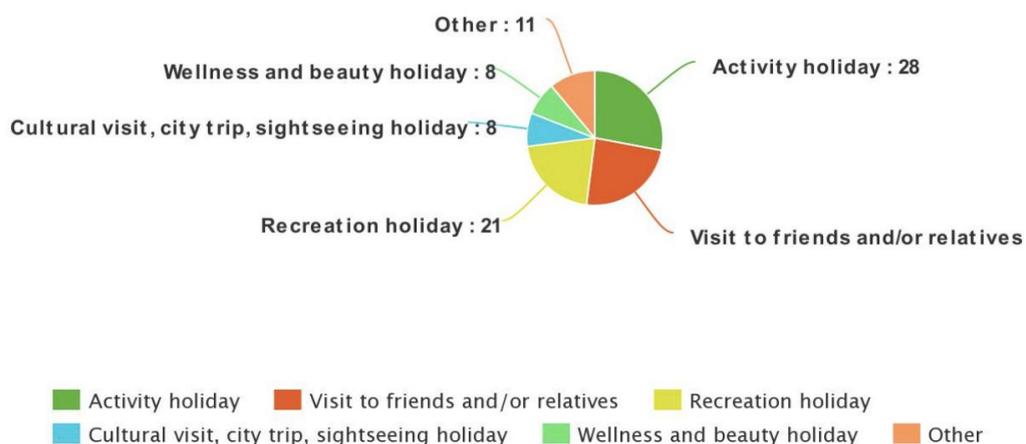
Today you decide to write a report. In your report you should:

- present and interpret the results of the survey
- point out what makes Austria attractive to foreign tourists
- suggest what tourists can do to decrease the negative impacts of tourism when they visit Austria

Write around 250 words. Divide your report into sections and give them headings.

Why do people come to Austria?

Statistics Austria, Holiday and Business Travel



Source: Statistics Austria, 2019

Report Writing Checklist

Use this checklist after you have written a formal report.

Layout:	<input checked="" type="checkbox"/>
The report has an appropriate title.	<input type="checkbox"/>
Your title is a very clear statement of what the report is about: a short phrase that gives the topic and your approach.	<input type="checkbox"/>
The report is divided into paragraphs.	<input type="checkbox"/>
The report has an introduction, main part (body) and conclusion.	<input type="checkbox"/>
The introduction should make a very clear statement of your purpose – Why are you writing this report?	<input type="checkbox"/>
The report has subheadings.	<input type="checkbox"/>
Language:	<input type="checkbox"/>
The language of your report is factual and formal.	<input type="checkbox"/>
The language is accurate, short and clear.	<input type="checkbox"/>
Your text contains enough and suitable linking words.	<input type="checkbox"/>
Did you make good use of the passive voice?	<input type="checkbox"/>
Content:	<input type="checkbox"/>
Did you avoid new information in the summary?	<input type="checkbox"/>
Does your conclusion include a summary with all relevant information and/or recommendations?	<input type="checkbox"/>
The information of the diagrams, graphs, tables or other infographics is included.	<input type="checkbox"/>