

商务英语实战：如何写好商务报告（下）PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/350/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_350194.htm（五）调查结果

（Findings）报告的调查结果部分是报告建议的依据，其内容应当准确无误，结构清晰，语言流畅、衔接。这部分内容的每一个段落都应当有一个明确的主题句，一般放在段首，这样便于读者摄取这部分的信息。以下是这部分主题句写作的常见句型：The findings of the investigation indicate that... It was proposed/found/ felt/discovered that... It was generally the case that... Most people thought/suggested that... A number of people mentioned that... Several changes were put forward. Several staff members expressed the view that... 若报告中需提供图表统计数据或描述行情走势，撰写人应当熟悉这方面写作的常用句型，以下就是该方面写作的一些典型句子结构：The table/chart/graph/diagram/figure/statistics shows/describes/illustrates that... As it can be seen from the table/chart/figure... It is clear/apparent from the table/chart/graph/diagram/figure/statistics that... The number of ...increased/jumped/rose suddenly/rapidly/dramatically from...to... The number of...decreased/dropped/fell greatly/significantly sharply from...to... The number of...fluctuated slowly/slightly between...to... The number of...remained steady/stable (stayed the same) between...to... There was a (very) sudden/rapid/dramatic/significant increase/jump/rise in the number of...from...to... There was a (very)

sharp/steep/steady/gradual/slow/slight decrease/0drop/fall in the number of...from...to... The monthly profit/figures peaked in December at 10%. The monthly profit/figures reached a peak/a high (point) in December at 10%. The monthly profit/figures bottomed out in December at 10%. Sales witnessed a great rise/increase/0drop/fall between...to...

(六) 结论 (Conclusions) 报告的结论部分是写报告的人在报告调查结果的基础上是对调查结果进行总结和解释。同一调查结果会因为撰写者的不同而得出不同的结论，但这部分不应当包括报告前文中没有提到的新的信息。

(七) 建议 (Recommendations) 建议往往是许多商务报告写作的最重要部分。一份报告有效程度常常取决于报告中所提供的建议的质量高低。建议部分主要内容为报告撰写人在经过充分的论证后认为应当采取的措施或行动。报告人有时也会描述采取措施后可能出现的后果或情形。

(八) 附录 (Appendices) 正式的商务报告为了增强报告的说服力或真实性往往会有一些附加材料，因其篇幅较长不宜放在报告当中，只能选择放在附录中。这部分内容可能包括图表统计数据、实验室报告、问卷调查等。当然，简短报告若无此需要则不需增加附录部分。

100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com