

**Useful Phrases for Reports- Sentence Completion**

*Together use the sentence stems on these two pages to write as many things as you can that you both agree with. If there are two similar stems next to each other, just choose one.*

**Useful phrases for talking about numbers in reports**

Almost all company departments \_\_\_\_\_.

Almost all \_\_\_\_\_.

The majority of employees \_\_\_\_\_.

Most \_\_\_\_\_.

Many directors \_\_\_\_\_.

A large number of \_\_\_\_\_.

Some companies \_\_\_\_\_.

A number of \_\_\_\_\_.

A small number of investors \_\_\_\_\_.

(A) few \_\_\_\_\_.

Almost no products \_\_\_\_\_.

Almost no \_\_\_\_\_.

Over three quarters of customers \_\_\_\_\_.

Over \_\_\_\_\_s of \_\_\_\_\_.

More than \_\_\_\_\_.

Under a third of older employees \_\_\_\_\_.

Under a \_\_\_\_\_ of \_\_\_\_\_.

Less than \_\_\_\_\_.

Around fifty percent of managers \_\_\_\_\_.

About \_\_\_\_\_percent of \_\_\_\_\_.

More or less \_\_\_\_\_.

**Other useful phrases for reports**

We want to find out \_\_\_\_\_.

\_\_\_\_\_ sent out a questionnaire and found that \_\_\_\_\_.

If we did a survey, we would probably find that \_\_\_\_\_.

Research shows that \_\_\_\_\_.

In a report on \_\_\_\_\_, it was shown that \_\_\_\_\_./

According to a report on \_\_\_\_\_, \_\_\_\_\_.

According to \_\_\_\_\_, \_\_\_\_\_.

One problem with \_\_\_\_\_ is that \_\_\_\_\_.

One issue with \_\_\_\_\_.

We predict that \_\_\_\_\_ will \_\_\_\_\_ by 2030.

We forecast that \_\_\_\_\_.

We strongly recommend \_\_\_\_\_.

It's important for \_\_\_\_\_ to \_\_\_\_\_.

We would be able to improve \_\_\_\_\_ by \_\_\_\_\_./

\_\_\_\_\_ would have a good effect on \_\_\_\_\_.

We would probably recommend \_\_\_\_\_./

\_\_\_\_\_ should probably \_\_\_\_\_.

It is worth considering \_\_\_\_\_./ We

should think about \_\_\_\_\_.

We wouldn't recommend \_\_\_\_\_./

\_\_\_\_\_ shouldn't \_\_\_\_\_.

*Share a sentence with the other group(s) and see if they agree.*

*Ask about any sentences that you can't understand, couldn't complete, etc, working together to complete them each time.*

*Brainstorm words that mean the same as each of these things, use the mixed answers below to help, then check above by looking at sentence stems that are next to each other.*

- the majority of
- a large number of
- a number of
- a small number of
- over...
- 75%
- less than
- 33.3%
- around.../ approximately...
- a half
- we would like to...
- (email) survey
- an issue
- predict
- ... should...
- consider

**Mixed answers**

50%	a third	about/ Roughly	few/ a few
forecast	many	more or less	more than...
most	problem	questionnaire	some
think about	three quarters	under	want
we recommend...			

*Try to agree on and write similar sentences about these insurance-related topics.*

- accidents/ crashes
- agents/ brokers
- audits/ auditors
- bankruptcies
- casualties
- claims
- claims adjusters
- compliance
- contracts
- coverage
- customer loyalty – switching insurance companies
- customers/ policy holders
- disabilities
- exclusions/ small print
- false claims
- fire
- forms
- fraud
- FSA
- H&S/ health and safety
- inspections
- life expectancy/ average age
- lifestyle diseases (diabetes, cancer, etc)
- M&A/ takeovers
- natural disasters
- premiums
- quotations
- risk
- SMEs
- underwriting