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АЖЛЫН ТАЙЛАНГ АНГЛИАР БИЧИХ НЬ

Ц.Баярмаа

Abstract

Орчин үед Монгол улсын гадаад харилцаа хөгжихийн хэрээр пүүс компани, албан байгууллагууд болон хувь хүмүүст англи хэлээр албан захиа, ажлын тайлан бичих, факс болон электрон шуудангаар харилцах хэрэгцээ шаардлага хэдийн бий болоод байгаа билээ. Иймд эдгээрийг бичих олон улсын стандарт хэлбэрүүдэд суралцах, үүнтэй уялдан англи хэлний тодорхой үг хэллэгүүд, дүрмийн мэдлэгтэй байх зүй ёсны шаардлагад нийцэх хэрэгтэй болж байна. Энд ажлын тайланг англиар бичих стандарт хэлбэр, үүнд хэрэглэгддэг англи хэлний нийтлэг үг хэллэгүүд, дүрмийн зарим ойлголтуудыг өгөхийг зорилоо.

Үүнд мэдээлэл цуглуулах, график, статистик тоо баримтыг хэрэглэх, тайланд сонгож авсан материалыг боловсруулах, тайлангийн гол хэсгийг бичих, санал дүгнэлт гаргах, мөн тайлангийн хураангуйг бичих, үүнд англи хэлний тодорхой үг хэллэгүүд болон дүрмийг хэрэглэх талаар болон тайлангийн товч стандарт загварыг өгөхийг зорьсон болно.

Report organization and structure

1. Title page:

- a). *the subject of the report;*
- b). *the writer of the report;*
- c). *the date of the report;*
- d). *the reference number (if any).*

2. Table of contents: using the same numbering systems as in the report itself

3. Summary (sometimes called 'Abstract')
4. Terms of reference (sometimes called 'Introduction') saying:
 - a) *why the report was written;*
 - b) *who it was written for;*
 - c) *what its scope and limitations are;*
5. Findings ('Main part'): giving the facts and evidence (NB non – essential information should go in the Appendix).
6. Conclusions.
7. Recommendations.
8. Appendix (Appendices (sometimes called 'Annex')
9. Bibliography: giving the names of books, other reports used as references.

I. COLLECTING INFORMATION

Collecting information is an important stage in writing an effective report. If you want to write a good report, you must be able to use the resources that are available and decide which information is useful and which is not.

1.1. Fact and opinion.

When we prepare or read a report it is important to recognize what are facts and what are opinions. The following expressions tell us that the speaker is only giving an opinion:

In my opinion
 In my view
 It seems to me
 I feel that

I have the feeling that the course is not made interesting or relevant for our staff.

In my opinion it related with energy transition strategy and policy.

In contrast, facts are given by evidence.

In 1987 the export figures stood at 400 m Finnish markkaa. There was a sharp increase between 1987 and 1989 when figures reached over 800 m.

1.2. Precise descriptions

It is important that we describe things exactly in a report. For example, 'The room's floor area is 120 square metres' is a precise statement but 'The room is rather big' only gives us an opinion about the size of the room.

1.3. Reason and purpose

We can express our reasons by using expressions such as **because of**, **owing to** and **due to**.

RESULT REASON

The failure of the Suggestion Scheme is **due to** the low level of reward.

-We can express purpose by using expressions such as **in order to** and **so as to**.

SITUATION PURPOSE

A report was made **in order to assess** the relative costs of photocopiers.

They leased the machine **so as to** postpone tax payments.

1.4. Cause and effect

We can link pairs of sentences to show cause and effect as follows.

CAUSE EFFECT

Ineffective management

Poor profits

Management was ineffective which **resulted in/caused** poor profits

EFFECT CAUSE

Poor profits

ineffective management

Poor profits **resulted from / were caused by** ineffective management.

1.5. Terms of reference (TOR)

To write the term of reference, expressions such as **in order to**, **so as to** are commonly used.

The purpose of this report is to investigate the photocopying equipment on the market in order to recommend new machines for all the NQ offices.

II. USING GRAPHS AND STATISTICS

Illustrations (graphs, tables and charts) can be used to make a point in the text of the report. They must always be clear, simple and relevant to the objectives of the report.

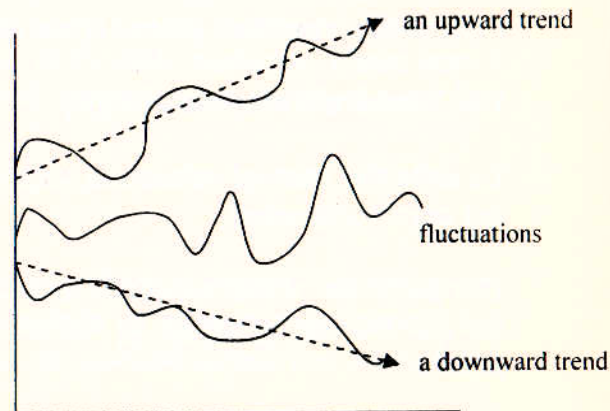
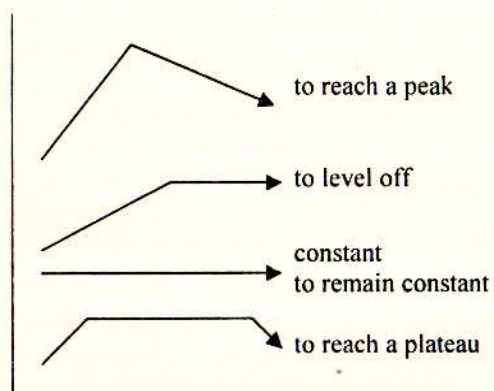
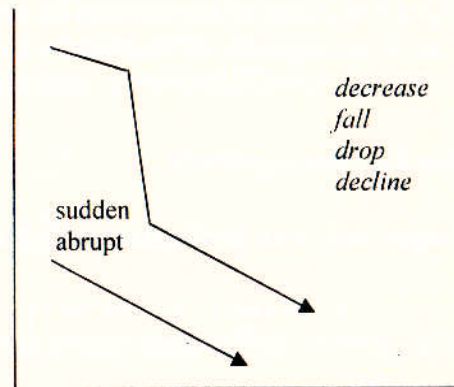
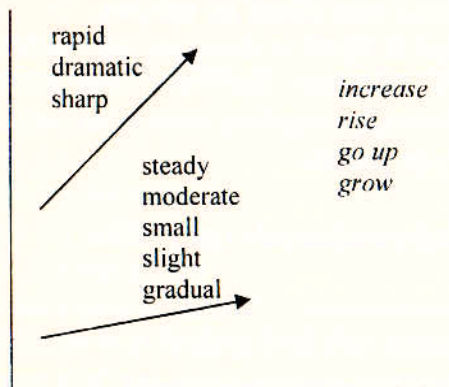
2.1. Quantity

Countable (units)	Not countable (mass)
Barrels	Oil
Many reports	Much information
Few machines	Little machinery
Typewriters	Office equipment
Desks	Furniture
Employees	Manpower

The price of oil is low *because/since/ as* **too much** oil is being produced.

Salaries are high *because/since/ as* **too few** qualified employees are available.

2.2. Graph description



Useful expressions:

As the graph shows, there was an in sales.
 In January, sales reached the peak.
 Sales reached a peak of 11.000.
 Sales remained stable/constant from September to November
 Sales fluctuated from May to September.
 Sales levelled off at about 8000 in April

2.3. Referencing illustrations

It is important to be clear about referencing the illustrations in the text of the report.

Useful expressions:

As is shown	in Fig. 1	The first column /row
As can be seen	in Table 2	Of particular note
(see Fig.3)		NB (nota bene = note well)
The figure	above/below	
	on the left/ right	

2.4. Representing numbers

For numbers below ten, words are preferable to numerals.
 Use numerals for page numbers, dates, figures, addresses and with %.
 Do not use numerals for ordinate numbers.
 Do not use two numerals in succession.
 Do not use numerals at the beginning of a sentence.
 Do not use numerals for round number estimates.

III. SELECTING AND ORGANISING THE MATERIAL

When the writer has assembled all the relevant material, he or she should be able to form some opinions. It is then necessary to decide how much information is needed in the report to support these opinions. Too much information will hide the point, too little information will not convince the reader.

Selection of material will be easier if the information you have assembled is well organised. Selection and organisation will also be simpler if paragraphs have suitable headings. It will also be easier to select material if the assembled information is well classified.

3.1. Classification

When we divide something in groups, classes, categories, etc. we are classifying those items. The classification is normally made according to a criterion or several criteria (standards or principles on which judgements are based).

3.2. Style and appropriateness

You must decide whether a formal or informal style and personal or impersonal tone are appropriate.

Written academic English will not normally contain contractions, hesitation fillers and familiar language. Personal pronouns *I, you, we* tend not to be used in more formal writing (except in letters, etc). Instead the style may be more impersonal. An introductory *it* or *there* may begin sentences or even impersonal pronoun *one*; *passive* tenses may also be used.

Active:

The promotion Review Panel meets and discusses each candidate.

Passive:

Each candidate is met and discussed.

Reports are often formalised by using *noun phrases*.

We propose to advertise externally.

External advertising is proposed.

We need a manager responsible for developing careers.

Career development manager is needed.

IV. PRESENTING FINDINGS

The findings are the main part of the report. When the material has been selected and organised, you must present the findings as clearly as possible.

4.1. Impersonal reporting

Here are some useful expressions for reporting meetings or discussions impersonally.

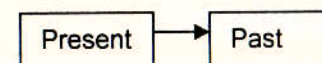
Topic/subject	X was discussed. X was considered
Opinion	Opinions varied about... It was felt that...

about...	Different opinions were expressed
Agreement/disagreement	It was agreed that... There was no agreement about...
Recommendation	It was suggested that... It was proposed that...
Conclusion	No conclusions were reached about... It was decided that...

4.2. Personal reporting

a) Here are some guidelines for reporting meetings personally. As for grammar, reported speech is presented.

Verb changes



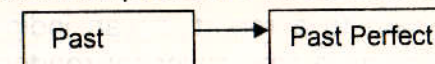
'I think the Financial Director should resign.'

He said he thought the Financial Director should resign.



Prices will level off next year.

She said that prices would level off next year.



'Sales reached a peak in August last year.'

He reported that sales had reached a peak in August last year.

Question changes

Use of *if/whether*

'Do you think prices will increase?'

He asked us *if/whether* we thought prices would increase.

Wh -words

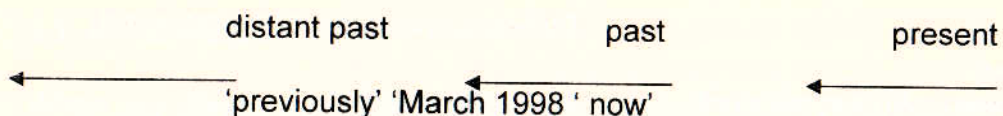
'When do you expect sales to improve?'

He asked us when we expected sales to improve.

b) Past Perfect Tense

There are two major uses:

- in reporting speech
- in reporting the distant past.



Mr. Smith was appointed in March 1998. He had previously been our Chief Accountant.

4.3. Paragraphing

In almost all kinds of writing the basic structural unit is the paragraph,- a sequence of the sentences organised around a single idea. While a good paragraph does contain some generalizations and abstractions, it should be supported by concrete, specific details, and examples.

Y. CONCLUDING AND RECOMMENDING

These two stages are connected logically. Conclusions are drawn when the findings have been analysed. Recommendations are practical courses of action based on the conclusions.

YI. SUMMARISING

A summary is a short statement of the content of a longer document. It can act as the introduction to a report, as an indication to the reader whether it is of interest or as a time-saver for readers who do not have time to read the whole report.

YII. References

1. J. Comfort, Rod Revell, Chris Stott (1996) 'Business reports in English' Cambridge university press
2. R.R.Jordan. 1980. 'Academic writing course' p.p 14, 18, 42, 68
3. Milton Wohl, 1969 'Techniques for writing' p.p 23
4. Martin Wilson. 1997. 'Writing for business' p.p