

Sentence Starters

COOL Functional / Report Writing

Introducing	Reporting	Presenting a view / argument	Presenting evidence	Explaining or developing an idea	Putting views / ideas into order	Comparing	Emphasising	Instructing	Concluding
<p>A) This report is about (subject). In particular it will - investigate / examine / discuss / consider / look at / cover / include / contain ... Most importantly / specifically / particularly it will...</p> <p>B) There are (number) issues / areas / facts / topics / parts in this report about (subject). They are...</p> <p>C) In this report on (subject), the following issues / areas / topics / facts will be discussed/examined /investigated ...</p>	In cases where...	One point of view is that...	Research shows...	Consequently...	Firstly...	Similarly...	Most importantly...	You will need...	In conclusion...
	The great/vast majority...	It could be argued that...	It is clear from...	For this reason... Since...	To begin with... Initially...	In the same way...	Significantly...	Make sure that...	To conclude...
	This provides...	Alternatively... It could be said that...	Clearly...	In fact...	Secondly...	Also, ...	Specifically...	Before...	To sum up...
	This has meant that...	On the one hand...	Statistics show...	What is more...	In addition...	As with...	Above all...	First ...	On the whole...
	The difference...	On the other hand...	For example...	In addition...	Next...	Equally ...	In particular...	When ...	To finish...
	What this means is ...	Despite this...	Similarly...	Therefore ...	Furthermore...	Likewise...		Ensure that...	Finally...
	There is/are...	Whereas many...	Surely...	In other words ...	Moreover...	Alternatively...		Initially...	It follows that...
	It is important to...	Others would argue...	Naturally...		Subsequently...	However...		To begin with...	Therefore...
	The most significant ...	These issues ...	Obviously...	Facts such as this show...	Whenever...	Although...		First of all...	
	What is proposed is...	Nevertheless...	Certainly...		Meanwhile...	Despite this...		Next / then ...	
	In this period...	Equally ...	It follows that...		Finally...	Nevertheless...		Once you have...	
	One disadvantage...	Similarly...			Lastly...	On the other hand...		Secondly...	
	It is easy/difficult to...	Such attitudes...			Eventually...	Most obviously...		You should...	
	Recent research...	Some people believe strongly that...				Whereas...		In order to...	
	Evidence suggests...					Compared to...		It is important to...	
					Less obvious is...		Meanwhile...		