
Rewriting the report paragraph

What's the situation?

You work as part of a small administrative team in a medium-sized company.

Last week, the company held a departmental planning meeting to discuss upcoming projects and deadlines. After the meeting, several issues were reported:

- The meeting lasted longer than planned.
- Not all agenda items were discussed.
- Some staff were unclear about next steps.

Senior management has asked for a **short internal report** explaining what happened and suggesting how future meetings could be improved.

The report will be read by managers across the organisation, not just people who attended the meeting.

Original (draft) paragraph

The meeting was honestly a bit of a mess and didn't really go well. People seemed confused and frustrated, and it felt like nobody was properly prepared. I think the main issue was that the agenda wasn't very clear, which made everything take much longer than it should have. This was really disappointing and needs to be fixed quickly.

Your task

Rewrite the paragraph so it would be **suitable for a business report** written for senior management.

You may:

- change wording and sentence structure
- replace emotional or informal expressions
- add evidence based on the scenario above

You should:

- avoid first-person language (I, we)
- avoid emotional or informal language
- use neutral verbs (for example: indicates, suggests, shows)

You do not need to make it longer. You do not need perfect English. Focus on **professional tone, clarity, and evidence**.

Rewrite your paragraph here

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Helpful checklist

Tone and audience

- ☐ The tone is neutral and objective.
- ☐ There is no first-person language (I, we, my).
- ☐ The paragraph is suitable for a manager or wider professional audience.

Language choices

- ☐ Informal or emotional words have been removed.
- ☐ Professional verbs are used (for example: indicates, suggests, shows).
- ☐ The language sounds calm and factual, not personal.

Clarity

- ☐ The main point is clear.
- ☐ Sentences are specific, not vague.
- ☐ A reader who did not attend the meeting would understand what happened.

Evidence

- ☐ Claims are supported by information from the scenario.
- ☐ There are no opinions without explanation or evidence.

Final check

- ☐ Would I feel confident submitting this as part of a business report?