

英語のレポートのABC

東京外国語大学図書館
学習相談デスク ガイダンス

いいレポートの特徴：

CLEAR

CONCISE

WELL-STRUCTURED

1. REPORT STRUCTURE

2. ACADEMIC WRITING

TITLE PAGE

TITLE PAGE

- レポートのタイトル
- 名前
- 日付
- 提出先（先生の名前など）

TITLE PAGE

Report Title

Student Name

Student ID

Date of Submission

Class Code, Class Title

Prof. Name

I. REPORT STRUCTURE

いいレポートの特徴：

CLEAR

CONCISE

WELL-STRUCTURED

Introduction

Literature Review

Methodology

Findings (Results)

Discussion

Conclusion

References (Bibliography)

Introduction

Literature Review

Methodology

Findings (Results)

Discussion

Conclusion



背景

Introduction

Literature Review

Methodology  **方法**

Findings (Results)

Discussion

Conclusion

Introduction

Literature Review

Methodology

Findings (Results) ● **結果**

Discussion

Conclusion

Introduction

Literature Review

Methodology

Findings

Discussion

Conclusion



議論

Introduction

Literature Review

Methodology

Findings

Discussion

Conclusion



結論

Introduction
Methodology
Findings
Discussion
Conclusion

先生と相談！

IMRaD

Introduction

Methods

Results

(and)

Discussion

INTRODUCTION

INTRODUCTION

- 何について書いていくか。
- レポートはどんな問いをするのか。
- その問いに答えるためにどのように取り組むか。
- 対象範囲は何か。

LITERATURE REVIEW

LITERATURE REVIEW

- 本
- 論文
- 雑誌の資料
- インターネットの情報源（等々）

自分のリサーチに直接的に関係のあるものをレビューする。

LITERATURE REVIEW

- 先行研究の調査
- 先行研究の情報のサマリー
- 先行研究の情報の批判
- 先行研究の情報の整理

LITERATURE REVIEW

- 今まで特定のテーマで行われた研究を調査する。
- どんなサブテーマがあるか考える。
- テーマは違うが、関連がありそうなものは何かあるか考える。
- サブテーマと、関連のありそうな研究をどう結びつけられるか考える。

LITERATURE REVIEW

The area of investigation has been commented on by Channel (1994), Hoey (1993), Halliday (1993) and Lesser (1979), who are in agreement that...

However, they have different opinions on....

Due to the differences highlighted above, it was decided to investigate....

<http://www2.elc.polyu.edu.hk/cill/reports.htm>

METHODS

METHODS

- 方法論を明確に述べる。
- 他者でも再現できるレベルで書く。

実験、アンケート、対象者（等々）

METHODS

- 資料
- サンプルリング
- 計り方、評価の仕方、統計

RESULTS

RESULTS

- 端的に結果を述べる。

DISCUSSION

DISCUSSION

- 自分の研究の結果はレポートの問いかけにどうこたえるか論じる。
- 発見の意味・重要性について述べる。

CONCLUSION

CONCLUSION

- レポートのサマリーをする。
- 新しいエビデンスを出さない。

サマリーの他に今後の課題や提案を含めることがある。

2. ACADEMIC WRITING

ACADEMIC WRITING :

FORMAL

IMPERSONAL

ACCURATE

WORDS

PHRASES

SENTENCES

PARAGRAPHS

ACADEMIC WRITING: WORDS

ACADEMIC WRITING

Vocabulary

not enough

good

terrible

a bit

ACADEMIC WRITING

Vocabulary

not enough

good

terrible

a bit

insufficient

valuable

problematic

somewhat

ACADEMIC WRITING

~~Contractions~~

wouldn't	would not
didn't	did not
he'll	he will
it's	it is
it'd	it would

ACADEMIC WRITING

~~Phrasal Verbs*~~

find out

put together

wipe out

set up

ACADEMIC WRITING

~~Phrasal Verbs*~~

find out	discover
put together	assemble
wipe out	eliminate
set up	establish

ACADEMIC WRITING

~~Phrasal Verbs*~~

find out	discover
put together	assemble
wipe out	eliminate
set up	establish
point out	
point towards	
carry out	
base on	

OK

ACADEMIC WRITING

Technical Terms

Management

job loss
workers

ACADEMIC WRITING

Technical Terms

Management

job loss unemployment
workers employees

ACADEMIC WRITING

Technical Terms

“discourse”

Linguistics

Psychology

Philosophy

ACADEMIC WRITING

Gender Bias

mankind

manpower

policeman

ACADEMIC WRITING

Gender Bias

mankind

people, humanity

manpower

workforce, employees

policeman

police officer

ACADEMIC WRITING: PHRASES

ACADEMIC WRITING

Clichés

Phrases, Sentences

“long arm of the law”

“everyday life”

“a matter of time”

“The devil is in the details.”

“All’s well that ends well.”

ACADEMIC WRITING: SENTENCES

ACADEMIC WRITING

Sentence Length

Max 30 Words

ACADEMIC WRITING

Passive Voice*

I discovered that.. It was discovered that..

X investigated the relationship..

The relationship was investigated by X..

The authors did not find definite..

ACADEMIC WRITING

Passive Voice*

I discovered that.. It was discovered that..

X investigated the relationship..

The relationship was investigated by X..

The authors did not find definite..

OK

ACADEMIC WRITING: PARAGRAPHS

ACADEMIC WRITING

ONE PARAGRAPH
ONE MAIN POINT

ご清聴ありがとうございました