

## REPORTING VERBS 1

To write an academic essay you are expected to read and research the ideas of experts in the field. You then synthesise their ideas into your writing by paraphrase and summary. **Reporting verbs** and **reporting expressions** are an important part of paraphrasing and summarising. They are used to report on what other authors have done; for example, whether they have made claims, argued a case, established findings or drawn conclusions. They are also used to indicate your attitude toward the status of an author's theories/research and whether or not you consider his/her claims to be substantiated.

### ○ Using reporting verbs

The most common word in reporting is *say*.

e.g. Jones *says* that an effective essay should contain a range of reporting verbs.

However, *say* is neutral word which does not carry strength or show that a writer is presenting a view. Therefore, to make your writing more effective, you should use different reporting verbs in your writing (see [Reporting Verbs 2](#)).

e.g. Jones *believes* that an effective essay should contain a range of reporting verbs.

*Believe* shows that this is the author's opinion and therefore expresses the idea more precisely.

### Reporting verbs enable you to:

- be more precise in what you want to say
- strengthen the arguments you are presenting
- help the reader understand why the source is relevant

### Frequently used reporting verbs (other verbs see [Reporting Verbs 2](#))

say	evaluate	estimate	believe	predict	argue
state	recognise	describe	investigate	concede	dispute

These reporting verbs can be grouped according to their function.

- 1) neutral – *say, state*
- 2) indicate the author's position – *argue, concede, dispute*
- 3) give information about what the author did – *investigate, evaluate, describe*
- 4) show the author's thinking -- *believe, predict, estimate, recognise*