



CAPACITARTE

Es ser líder de tu vida



EJERCITACIÓN MÓDULO 2 – Clase 3

1. Reports

**Safety chief resigns
after report leak**

**Report blames
faulty brakes**

Birds bring down plane, report claims

- 1.1 Why are investigative reports important? Describe an investigation in your industry or technical field, or in any area.
- 1.2 Read the abstract section of an investigative report and match the sentences A-F with these report headings.

method background introduction conclusions recommendations findings

ABSTRACT

This report presents and analyses the preliminary findings of our investigation into the disappearance of the XJ1 private aircraft last month (A). After making radio contact for the last time, the aircraft completely disappeared, resulting in an extensive

air-sea search, followed by an investigation by our team (B). The investigative procedure included an examination of debris from the ocean and of in-flight communications prior to the final radio contact (C). The main physical evidence was a section of buckled fuselage, which after analysis was found to have buckled upwards (D).

From this evidence, the investigators have been able to determine that the fuselage probably hit the water in one piece at high speed, which rules out the possibility of explosion or mid-air break-up (E). The report proposes that a search should continue for the flight recorder, which has not yet been recovered from the ocean (F).

- 1.3 Where do these sentences belong in an investigative report? Write a heading from 2 after each one. Headings may be used more than once.

1. The smoke sensors, which were found during the investigation to be faulty, should be replaced without delay and the manufacturers ought to be contacted for a refund under the warranty.
2. From the detailed results of the tests and the analysis of the other findings, it was concluded that the introduction of contaminated fluids into the main chamber and the poor filtration method were the most likely cause of the accident.
3. The purpose of this report is to present the findings and conclusions of the investigation into the warehouse fire on January this year. It also recommends some improvements which should be made to the fire prevention equipment.
4. Analysis of video footage of the accident, confirmed by interviews with staff, indicates that at 05.23, immediately before the fire started, there was a small explosion near the entrance of the storage area.
5. In the view of the investigators, a serious mistake was made by the supervisors, who should have ensured a safer method for insulating the electrical equipment. If that had been done, there would probably have been no fatalities or serious injuries.
6. To ensure the accuracy of their findings and conclusions, the investigating team interviewed a large cross-section of the workforce about the incident and listened to over 80 minutes of mobile phone recordings. In addition, managers were asked to suggest recommendations.

RESPUESTAS

2. Reports

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- 2.1 *Why are investigative reports important? Describe an investigation in your industry or technical field, or in any area.*

Investigative reports are important to determine the origin or causes of accidents/incidents occurred at the workplace and, in this way, provide precautionary measures to prevent further incidents/accidents in the future.

- 2.2 *Read the abstract section of an investigative report and match the sentences A-F with these report headings.*

method background introduction conclusions recommendations findings

- A. Introduction
- B. Background
- C. method
- D. Findings
- E. Conclusions

F. Recommendations

2.3 Where do these sentences belong in an investigative report? Write a heading from 2 after each one. Headings may be used more than once.

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