



AusIMM
Courses



5 common English mistakes in mining reports *(and how to fix them)*

**EXECUTIVE GUIDE | CLEAR, PROFESSIONAL
WRITING FOR MINING PROFESSIONALS**

For full details visit www.ausimm.com/courses



WHY CLEAR ENGLISH MATTERS IN MINING

In mining, reports influence safety outcomes, investment decisions, regulatory compliance, and operational performance. Yet many technically strong professionals struggle to communicate clearly in English — particularly in global or English-speaking environments.

This executive guide highlights five common English mistakes found in mining reports and shows simple, practical fixes using real mining-style examples. Small improvements in language can significantly increase the clarity, credibility, and impact of your reports.

Use this guide as a quick reference to sharpen your professional writing and communicate with confidence.

5 COMMON ENGLISH MISTAKES IN MINING REPORTS





1.

Don't say more than two things in a sentence

Problem: We complicate sentences by attempting to say too much.
Solution: By limiting your sentences to one central thought plus one related piece of information, your writing will be much clearer.

Unclear: “The 2026 drilling programme will focus on the Howie Zone to upgrade the classification of Mineral Resources that are located within the five-year mine plan that have insufficient confidence level to support a Measured or Indicated classification.”

Clear: “The five-year mine pit outline contains significant tonnages of Inferred and Indicated resources. These resources are predominantly located in the Howie Zone. The objective of the 2026 drilling programme is to upgrade these lower confidence resources to a Measured or Indicated classification.”

2. Avoid idioms

Problem: Idioms create special difficulties for readers whose first language is not English and for international audiences.

Solution: Use straightforward language, free of idioms and colloquialisms.

Idiomatic: The CEO had second thoughts and decided to pull the plug on the project.

Clear: The CEO has reconsidered and decided to cancel the project.

3. Remove unnecessary words

Problem: The most common causes of wordiness are filler words and phrases and nouns that describe the action of verbs.

Solution: Remove unnecessary words and use strong verbs.

Wordy:

- “A notification is sent to the leaseholder 30 days before expiry.”
- “The fact that the reagent had been changed had the effect of causing problems in the feed circuit.”

Clear:

- “The leaseholder is notified 30 days before expiry.”
- “The new reagent causes problems in the feed circuit.”

4. Avoid complex tenses

Problem: Using complex tense (*typically containing the verbs has, have, and been, e.g. “has been performing”*) is unnecessarily wordy and can confuse the reader.

Solution: In reports, use the past tense (*“performed”*) to describe work completed, the present tense (*“perform”*) to discuss the results and make recommendations, and the future tense (*“will perform”*) to refer to actions that are yet to be completed or planned.

Incorrect: “Although the process has proven to be very reliable, a duplicate circuit has been installed.”

Correct: “Although the process is reliable, a duplicate circuit is available.”

5. Be logical

Problem: If you get the order wrong, the reader starts asking *“where did that come from?”*. Your report will be ineffective because it fails to convince the reader.

Solution: Each topic and section relies on the information that came before. All cross-references need to refer to topics earlier in the report—you can’t reference a topic later in the report to support your argument.

Effective English Communication in Mining



ONLINE MINING SHORT COURSE

Are you ready to master mining English?

This is just the beginning. Join mining engineers, geologists, and technical specialists from non-English-speaking backgrounds who are transforming their careers through confident English communication.

Effective English Communication in Mining

4-Week Online | 100% Designed for Mining Professionals

- Write clear, confident reports
- Communicate effectively in meetings
- Present with impact in global mining environments

Build confidence. Communicate clearly. Advance your mining career.

LEARN MORE

**Discover how the full course
can transform your career**

