

1. Are these statements true about the area you live in?

- a. Since they want to increase their business, fast food restaurants are staying open longer.
- b. Prices have gone up dramatically recently.
- c. Several good-quality gastro pubs have been open recently in the area.
- d. Fast food restaurants are getting very popular with tourists and local people.
- e. Fast food restaurants are very popular with office workers at lunchtime.
- f. Very few restaurants offer vegetarian dishes.
- g. People are not going out as often as they used to.
- h. My recent findings about the food places in my area were mainly positive.

2. Sort out the sentences above into the columns below.

**Range of eating
places**

*cafés popular with
young mothers*

**Recent trends/
dissatisfaction**

higher prices

**Comment/
recommendation**

*too little for
vegetarians*

Task 3

Match the words and phrases with their purpose in the box.

Summarise what you found out	Conclude by giving your recommendations
Say why you are writing the report	Say how you got your information

- | | |
|----------|--|
| 1. _____ | The aim of this report is to ... |
| 2. _____ | It is based on a survey of ... |
| 3. _____ | The majority/minority of ... |
| 4. _____ | I would recommend that we ... / Perhaps we should consider ... |

4. Complete the information below

Task information

- The report task tests your ability to give factual information and make recommendations or suggestions.
- The instructions include a description of a situation. You have to write a report of between 140–190 words.
- Allow about 40 minutes for this task, including time at the end to check your work.
- The report may be for a teacher or school director, or classmates, members of the same club, etc. You therefore have to write in an appropriate style.
- Organise your text into report format and use headings if needed.
- Write full sentences and try to use correct grammar and punctuation, with a good range of language with accurate spelling.

Task 6

Put these expressions under the correct headings. Can you think of more to add under each heading?

I would recommend that ...	It would appear that ...	In conclusion, ...
This report looks at ...	It is felt that ...	The purpose of this report is to ...
It is said to be ...	It has been suggested that ...	There would seem to be ...
The aim of this report is to ...	To sum up, ...	I believe we should ...
I (would) suggest ...	I strongly recommend ...	This report is intended to show that ...

Introduction	Description and findings	Recommendations and suggestions	Conclusion

Task 7

Complete the second sentence to make recommendations in a more formal way.

1. We should organise an interview.
Perhaps we could consider _____.
2. We should make a book.
I would recommend _____.
3. We should prepare questions for the interview.
It would be advisable _____.
4. We should invite all students.
I would recommend _____.
5. We should use a microphone for the interview.
Perhaps we could consider _____.
6. We should choose representatives from each class.
It would be advisable _____.
7. We should print the book professionally.
Perhaps we could consider _____.

Task 8

Choose the correct answers to complete the advice.

Use *active / passive* verb forms in a report to make it *more / less* formal and *more / less* personal.

Task 9

b Complete the second sentence so that it has a similar meaning to the first sentence, using *supposed to*.

- 1 People say that food is getting more and more expensive.
Food _____.
- 2 People say that we are eating out less than we used to.
We _____.
- 3 People say that cooking should be something we do, not watch on TV.
Cooking _____.
- 4 People say that pubs and cafés are taking business away from restaurants.
Pubs and cafés _____.

Task 10

Study the exam instructions below and underline the key words.

- 1 What is the situation?
- 2 Who must you write a report for? Should the style be formal, informal or neutral (neither particularly formal nor informal)?
- 3 What two things do the instructions say you *must* do?
- 4 What else *should* you write, do you think?

You have had a class discussion about sports and your teacher has asked you to suggest a sport that could be played at your college. Describe a sport that you have tried and say why you think it would be popular with students.

Write your **report** in 140–190 words in an appropriate style.

Task 11

States purpose	<u>Introduction</u> The aim of this report is to describe an activity I have taken part in, and also explain why other students would enjoy it.	Avoids repeating words in question
Clear headings	<u>The activity</u> I did water polo, which is played in a swimming pool. To beat the other team you must score more goals in the time allowed. (1)	Recommendation with reasons
	<u>Good things about it</u> Water polo requires muscle and stamina. (2) By playing water polo you can increase your strength and stamina but also have fun competing against each other.	
Some paragraphs quite short	<u>Why it will be popular</u> Students will have the chance to enjoy themselves and they will love the sport. (3)	
Good ending	<u>Conclusion</u> To sum up, I strongly recommend water polo because it is a sport that students can play as a team, score goals and enjoy themselves after a tiring day at school. (4)	

Study the notes next to Tomasz's report. Then add sentences A–D in the correct gaps 1–4.

- A I therefore suggest it should become a college sport.
- B In addition, it would appear that there are no local water polo clubs.
- C Although this is only 30 minutes, for the players it seems much longer.
- D In fact, it is said to be the most physically demanding of all sports.

Task 12

Read the completed report.

- 1 Is it either too short or too long for Writing Part 2?
- 2 Is it well organised? How many paragraphs does it have?
- 3 Does it answer both parts of the question? In which paragraphs?
- 4 Is it written in an appropriate style?
- 5 Are there any language errors?
- 6 Which expressions from *Useful language* on page 47 does the writer use?
- 7 Do you think this report would get full marks?

Task 13

Now look at the same report and answer the questions below.

- 1 Is the information relevant? (Have I included everything, but not too much?)
- 2 Is the style clear and neutral?
- 3 Does the report feel balanced? (Are different viewpoints presented fairly?)

Task 14

Fill the gaps with the correct word from the box.

subheading	information	recommend	aim
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1. You might be asked to write a report when a person in authority needs _____.
2. In the first line of the introduction, you should say what the _____ of the report is.
3. A report should be divided into paragraphs, each with a clear _____ on the left.
4. At the end of the report, you will probably be asked to _____ what should be done.