WRITING STANAG LEVEL 2

There are two tasks in this test. You must do both tasks.

Task 1

Choose one of the following topics. You should write between **120 and 150** words.

1. You have seen an advertisement for a military job abroad. You are interested in it but you need more information. Write a letter introducing yourself and asking about the job details: contract length, salary, working hours, accommodation, possibility to bring your family, etc.

2. You are on a military mission abroad. Your unit was attacked while carrying out their duties. Write a letter to your friend about the incident. Describe in detail what happened, how you felt and what were the consequences of the incident.

Task 2

You must do this task. Write between **120 and 150** words.

Your unit is going to take part in a multinational exercise abroad. You have to write a report for your commander about the preparations for this event. Write what has already been done and what else is left to be prepared. Include the following information.

- Soldiers – chosen – who, why
- Language level – exam taken; results good
- Soldiers' personal kits – inspected – not good (write why)
- Equipment – checked; transport next week
- Shooting training – OK
- Communications training – soldiers prepared / radios – problems
- Map reading practice – not yet / later

See report structure below

USEFUL LANGUAGE FOR A REPORT

1. Stating the purpose of the report (paragraph 1)

- In this report I will...
- This report is intended to...
- The main objective/aim/purpose of this report is to..
- A number of ... were interviewed...
- A survey was carried out among .....
- This report is based on a survey of ...../ conducted among ...
- The following report describes / deals with / evaluates / outlines / presents / provides an account of ...
- This report aims to provide an overall view of the situation below.
- It will also include / consider / suggest / recommend ...
- This report will present the findings of/This report is based on the findings/results of an extensive survey completed by...

2. Describing how you got the information (paragraph 1)

- To prepare for this report, I conducted interviews with...
- I visited three of the most popular...
- I discussed the issue with...

3. Reporting your results (paragraphs 2, 3, ...)

- According to ... / As X said / In the words of
- All those who were interviewed believe that/are concerned that...
- It is thought that...
- It was commented upon by a number of people we talked to that...
- A cause of dissatisfaction was...
- Many of those interviewed stated that....
- Others pointed out that....
- Several people thought that..
- Many people complained, suggested, recommended
- Another option that was mentioned was...
- The majority of students mentioned that .....whereas others expressed ...

4. Presenting a list

- The following items should be taken into account
- Some people gave the following reasons:
- They made the following points:

5. Reporting Observations

- It has been noted that . . .
- It has been observed that . . .
- Yet another observation is that . . .

- Another point to mention is . . .
- Yet another aspect to highlight is . .

6. Suggesting additional ideas

- Another option would be to ...
- I would also suggest ...
- Another point to consider is hat ...
- Alternatively.... Moreover. / Furthermore.
- Apart from this / In addition to this

7. Presenting conclusions

- Both/All the ideas seemed interesting but....
- Taking all the points into consideration....
- Some of the ideas have benefits,
- In the light of the above,
- All things considered,

8. Commenting

- Interestingly
- Curiously
- Oddly
- Strangely
- Surprisingly
- Predictably
- Undoubtedly
- As might be (have been) expected
- It is interesting that

9. Suggesting Solutions to Stated problems

- One solution to this problem could be . . . .
- I suggest that the problem of... can be addressed through...
- To combat this, . . .
- This could be prevented by. . . .
- To improve this situation, it is suggested that . . .
- ..... would be an effective way of dealing with this problem.
- In light of this, the following measures should be taken.
- To rectify this, it is essential . . .
- More steps also need to be taken to...

10. Making recommendations

- Therefore, I would recommend that..
- It would/might be advisable...
- On balance then, I feel that....
- Without a doubt the first option was...
- It would seem that... is the best idea.

- I would strongly / highly recommend ...
- My first / second recommendation would be to ..
- It would be (highly) advisable to ...
- If my recommendations are followed, then ...
- The best solution / ideas would seem to be ...
- One measure which may improve the situation would be to introduce ...
- In the light of the results of the survey, I would (strongly) advise against ...
- I feel it would be to our advantage if ...
- I have no hesitation in recommending ...
- I am of the opinion that ... / It is my view that ...
- It appears that ...
- In conclusion / On balance / To sum up ...
- I hope / believe / trust you will consider this proposal favourably / the proposal will be given due consideration / the proposal will receive due consideration.

USEFUL SYNONYMS

Various ..... different
Available to ..... open to
Problems ..... difficulties
Faced ..... encountered
Possible .... It is likely to
Changes .... developments
Chosen ..... selected