WRITING PART 2: A REPORT

1 Read about the report in Part 2 of the Writing paper.

In Part 2 of the Writing paper, you choose a task from three possible ones. If you are doing the First standard exam, one of the tasks might be a report. The input will give details about who your report is for and what points you should write about. You should make sure you cover all the points in the task, and you should structure your report in a suitable way, with headings for the different sections. You should use a neutral tone, not expressing strong personal opinions. You should write 140–190 words. Note that in the First for Schools exam, the report is replaced by a story.

2 Read the exam task. Who is the report for? What points should you include?

A group of English-speaking students wants to visit your city. The group leader has asked you to write a report that includes the following information:

- the best time of year to visit
- some interesting places to visit in your city
- the best way to get around the city

Write your **report**.

3 Study the model answer. Does it cover all the points in the exam task?

MODEL ANSWER

Introduction

[1]The aim of this report is to make recommendations for a group of students who are interested in visiting York.

[2]The best time of year to visit

York can be cold during the winter, and extremely busy with tourists during the summer. However, the spring is often warm and the city is quiet, so this is a good time to visit. [3]For this reason, I usually encourage my friends to visit in April or May.

[4]Places of interest

The city has numerous attractions which reflect its long and fascinating history. [5]The must-see places are the city walls, the tiny streets in the Shambles area of the old city and the Castle Museum.

Transport

York is a small city, and easy to get around on foot. However, [6]I would strongly recommend buying a York Pass, which not only includes entry to the top attractions, but also allows travel on the Hop-on, Hop-off tourist bus. It therefore offers [7]a practical and good value transport option.

[8]Conclusion

To sum up, I am sure the students will enjoy seeing the sights in York and I look forward to welcoming them when they come.

[1] Start with a general introduction which gives the aim of the report
[2] Use clear headings for the different points
[3] Include a small amount of personal information to make the report interesting to read
[4] Avoid repeating the exact words in the input
[5] Use a neutral tone for most of the report, and avoid expressing your feelings
[6] Make recommendations
[7] End with a conclusion

4 Read the tips.

Remember, to get a good mark for your report:

- you must include all the points in the exam task.
- all the ideas you include should be relevant to the topic.
- your ideas should be organised into clear sections, with headings.
- there should be a clear introduction and conclusion.
- you should use linking words to link your ideas and structure your report.
- you should use a wide range of grammar and vocabulary.
- you should avoid informal language.

5 Read the exam task. Then match the headings with three paragraphs from the report.

Your English teacher wants to take your class for a meal to celebrate the end of the academic year and has asked you to suggest a restaurant in your area. Describe a restaurant that you know and say why it would be popular with your classmates.

1 The restaurant

2 Advantages of this restaurant

3 Why it would be a good choice

a The food is all freshly cooked and the dishes are reasonably priced. There are often daily specials, which are especially good value. In addition to this, there is a separate room at the back of the restaurant which is excellent for large groups.

b Students will like it because the staff are always welcoming and there is an informal, friendly atmosphere. People in the class have different tastes and requirements, and there is a good choice of dishes for everyone, including some excellent vegetarian options. Most people will also be unable to resist the delicious desserts.

c The restaurant is called Dario's and is located on North Street, quite close to the college. It serves a range of Italian food, including pizzas and pasta.

LIVEWORKSHEETS

6 Which personal information would it be useful to include in the report in Exercise 5? Why?

A My cousin doesn't usually like Italian food, but he enjoyed his meal there.

B I eat there quite frequently and am always surprised at how low the final bill is.

C I can get there quite easily from my flat because the bus service is excellent.

D I know one of the waiters who works there, and he has confirmed that the food is excellent.

7 Choose the best introduction and conclusion for the report in exercise 5. Why is it the best one?

Introduction

A In this report I'm going to recommend the best Italian restaurant for our class meal.

B This report describes the advantages and disadvantages of a particular restaurant and discusses whether it would be suitable for a class meal.

C This report aims to give information about a restaurant that I know and explain why it would be a good choice for a class meal.

Conclusion

A In conclusion, I strongly recommend Dario's because it offers a range of tasty food at good prices and has adequate space to cope with a large group

B To sum up, Dario's is my favourite restaurant and I'd love to go there with the class.

C On balance, Dario's offers several advantages, especially the desserts, but it also has a few disadvantages.

8 We often use passive forms in reports to make the tone neutral. Complete the passive sentences with the correct words.

1 People often recommend this restaurant for large groups.
This restaurant ..... for large groups.

2 People consider this hotel to be one of the best in the area.
This hotel ..... one of the best in the area.

3 We expect that around 30 students will attend this event.
It ..... that around 30 students will attend this event.

4 People have suggested that a new sports centre should be built.
It ..... that a new sports centre should be built.

5 We recommend waterproof clothes for the hiking trip.
Waterproof clothes ..... for the hiking trip.

9 Study the words and expressions in the *Key Language* box.

KEY LANGUAGE FOR REPORTS

Introductions:
The aim/purpose of this report is to, This report aims to, This report looks at

Giving advantages and disadvantages:
One advantage is, One disadvantage is, One problem with this is

Linking similar ideas:
in addition to this, furthermore, moreover

Linking contrasting ideas:
however, on the one hand / on the other hand, in contrast, although, whereas

Making recommendations:
I would recommend, I strongly recommend, I have no hesitation in recommending

Giving a conclusion:
in conclusion, to sum up, on balance, all things considered

10 Correct the mistakes in the sentences. Look at punctuation and spelling as well as language mistakes.

1 The aim for this report is to discuss the problems with public transport in Leeds.

2 There are some excellent shops in the shopping centre. In adition to this, there are a number of very good cafés and restaurants.

3 There are very few buses that come to the college moreover the ones that do come are expensive.

4 I have no hesitation in recomending the New Forest for a walking trip.

5 All things consider, The Old Duck would be an excellent choice of hotel.

6 In conclusion I would strongly recommend a new car park in the city centre.

11 Read the exam task and plan your report.

The local government wants to improve the shopping centre in your town. Your English teacher has asked students to write a report about the shopping centre, explaining which shops are popular and why, and recommending ways to improve it.

LIVEWORKSHEETS