Writing skills practice: A report – exercises

Look at the exam question and report and do the exercises to improve your writing skills.

Preparation

Fill the gaps with the correct word from the box.

subheading	information	recommend	aim

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.

Exam question

The American rapper and musician Macklemore is going on tour in your country. He has agreed to pay a one-hour visit to your school.

The headmistress of your school has asked you to carry out a survey amongst students and then write a report. She wants suggestions on:

- an activity to do with Macklemore which involves as many students as possible
- a present to give Macklemore to say thank you for coming to visit your school.

Write your report in about **180 words.**

Macklemore's visit to our school

Introduction

The aims of this report are to make suggestions for a suitable activity to do with the musician Macklemore when he visits our school and to recommend a present to give him. It is based on a survey of 70 students.

Activity with Macklemore

The majority of people surveyed thought that the best way for our students to have contact with the rap star was to organise an interview with Macklemore in the school hall. Macklemore could be on the stage and students could ask him questions using a microphone.

A suitable present

Most students thought that each class in the school could prepare one page containing a message, a drawing or a poem. The pages could then be put together to make a book to thank Macklemore for his visit.

Recommendations

I would recommend that we organise an interview with Macklemore in the main hall. All students would like to attend and representatives from each class could ask Macklemore a question. Perhaps we could also consider asking students to design a page for a book that we could give Macklemore as a thank-you present.

Top Tips for writing

1. Write a title that shows what the report is about.
2. Divide your report into clear paragraphs with subheadings.
3. State the report's aim or aims in the introduction.
4. Use more formal language, such as full forms rather than contractions.
5. You will probably need to make polite recommendations in the conclusion.

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1. Check your understanding: true or false

Circle *True* or *False* for these sentences.

1.	The aim of the report is to recommend an activity and present for Macklemore's visit.	*True*	*False*
2.	The recommendations are based on the author's opinion.	*True*	*False*
3.	Most students agreed that the best activity was an interview.	*True*	*False*
4.	A small minority of students liked the idea of making a book as a present.	*True*	*False*
5.	The report makes polite suggestions based on the research done.	*True*	*False*

2. Check your writing: matching – useful language

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 ...

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LIVEWORKSHEETS

3. Check your writing: gap fill – making recommendations

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 _____.

8. We should give students adequate time to prepare their contributions.
   I would recommend _____.

Discussion
Who would you like to come and visit your school?

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