

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 thatwhereas 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