



# Writing - Report

## PART 2



### TRAINING

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 120 AND 180 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.

### USEFUL LANGUAGE: REPORT

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

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

- B. 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**.

- C. The answer below was written by Tomasz, a First Certificate candidate. Quickly read his report and think of a title for it.

The diagram shows a report titled 'Introduction' through 'Conclusion'. Annotations on the left and right provide feedback on the report's structure and content.

**Annotations on the left:**

- States purpose: Points to the 'Introduction' section.
- Clear headings: Points to the 'The activity' and 'Good things about it' sections.
- Some paragraphs quite short: Points to the 'Why it will be popular' section.
- Good ending: Points to the 'Conclusion' section.

**Annotations on the right:**

- Avoids repeating words in question: Points to the 'Introduction' section.
- Recommendation with reasons: Points to the 'Conclusion' section.

**Report Content:**

Introduction

The aim of this report is to describe an activity I have taken part in, and also explain why other students would enjoy it.

The activity

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) .....

Good things about it

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.

Why it will be popular

Students will have the chance to enjoy themselves and they will love the sport. (3) .....

Conclusion

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).....

- D. 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.

- E. 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 9 does the writer use?
7. Do you think this report would get full marks?



### EXAM TIP

- READ THE INSTRUCTIONS. DO YOU KNOW ENOUGH FACTS ABOUT THE TOPIC TO WRITE A REPORT ON IT?
- DECIDE WHO WILL READ YOUR REPORT AND WHAT THEY WILL WANT TO KNOW.
  - THINK ABOUT ANY KNOWLEDGE AND/OR PERSONAL EXPERIENCE YOU COULD MENTION, AND NOTE DOWN SOME IDEAS.
  - DECIDE IF YOU WILL USE HEADINGS, AND THINK OF A GOOD TITLE THAT INDICATES THE CONTENT OF THE REPORT.
  - SPEND A FEW MINUTES MAKING A PLAN BASED ON ALL PARTS OF THE TASK, INCLUDING RECOMMENDATIONS OR SUGGESTIONS.
  - IN YOUR FIRST PARAGRAPH, SAY WHAT THE PURPOSE OF THE REPORT IS.
  - WRITE YOUR TEXT IN A STYLE THAT IS APPROPRIATE FOR YOUR READERS. TRY TO MAKE IT INTERESTING; IF POSSIBLE, INCLUDE SOME FACTS THAT MAY BE NEW TO THEM.
  - TRY TO USE EXPRESSIONS FROM USEFUL LANGUAGE ON PAGE 9 IN EACH PART OF YOUR REPORT.

### EXAM TASK

F. Read the exam task below.

1. Who is your report for?
2. What two things do you have to do?

You have had a class discussion about traffic problems in your country, and your teacher has asked you to write a report on transport where you live. Describe the forms of public transport available in your area, and suggest how they could be improved.

Write your **report**.

G. Study the exam question and write your answer in 120-180 words in an appropriate style.

An English-language magazine has asked readers to write a report on who could play the two main characters in a new film or TV version of the book. Say which well-known actors would be best suited to play each role, giving reasons in each case.

Write your **report**.

H. Study the exam question and write your answer in 120-180 words in an appropriate style.

You have had a class discussion on the harmful effects of cars on people's lives and on the environment. Now your teacher has asked you to write a report on public transport in your town. You should include information on the services available, say whether they meet the needs of everyone in the town, and suggest how the transport system could be improved.

Write your **report**.



# Writing - Report

## PART 2



### LOOKING AT LAYOUT

- A. Even though you can't read the words, you can still say what kinds of composition these are. Match the diagrams to the composition type and write why.

1		2		3	
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A letter

Diagram number: \_\_\_\_ Why? \_\_\_\_\_

A report

Diagram number: \_\_\_\_ Why? \_\_\_\_\_

A discursive composition

Diagram number: \_\_\_\_ Why? \_\_\_\_\_

### COMPLETE THE TABLE

- B. For each type of composition, tick the correct boxes.

	Often has a title	Has paragraphs	Uses headings	Your name appears in it
Article				
Report				
Letter				
Story				
Discursive composition				

### STARTING A REPORT

- C. Read this question and complete the start of the report.

You work for a local tourist information office. Your manager has asked you to write a report on the new sports centre which opened recently in your town. Describe the facilities offered by the sports centre and explain how interested you think tourists would be in visiting it.

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: \_\_\_\_\_

Which of these can also be used at the start of a report? Choose two.

Date: \_\_\_\_\_

Conclusion: \_\_\_\_\_

Mark: \_\_\_\_\_

Re: \_\_\_\_\_

*"Doing ordinary things in an extraordinary way"*

HOW DID THEY DO?

- D. Read these two paragraphs from two different answers to the question above and answer the questions that follow.

1

**Swimming Pool**

The facilities at the sports centre include an Olympic-sized pool, which is the only one of that since in our area. Not only will it be used for team training and races, but it will also be open to the public on some days of the week. We should expect it to attract many tourists to the centre.

2

There is a swimming pool, a snack bar, indoor tennis courts and basketball courts. I think people will probably like these facilities. There are big changing rooms and friendly assistants. I suggest we ask the manager for leaflets we can give to tourists.

**Which paragraph ...**

- a. tries to mention too many things?
- b. has a more formal style?
- c. clearly focuses on one main point?
- d. makes a good suggestion?
- e. is clearly laid out with a heading?
- f. would get better marks in the exam?

WRITE A PARAGRAPH

- E. Complete this answer to the question above by writing a paragraph of about 30 words. Read your paragraph to the class and listen to other students' paragraphs.

**To:** Mr Johnson  
**From:** Debbie Lambert  
**Subject:** The new sports centre

**Introduction**

As requested, I have visited the new sports centre in King Street. The centre has now been open for two months. The main facilities are the basketball courts, the gymnasium and the ice-skating rink.

**Basketball courts**

The centre has three courts, which are generally modern and well-maintained. They are often booked days ahead and we should tell tourists this when they contact us for information.

**Gymnasium**

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**Ice-skating rink**

The rink is in excellent condition and has already attracted people from other towns. The centre organises classes in skating on Saturday mornings, which are popular with young people.

**Conclusion**

To sum up, the sports centre is very positive for our area. We can expect it to attract a number of visitors. I suggest asking the manager to provide us with leaflets to hand out to tourists.



## COMPOSITION DEVELOPMENT

F. Read this composition question and do the exercises that follow.

You have a part-time job in a sports shop. The manager wants to make the shop more popular with young people and has asked you to write a report making some recommendations.

Write your **report** for your manager.

## BRAINSTORMING

G. Answer the following questions, using your imagination where necessary. Discuss your answers with the class.

What is your manager's name? \_\_\_\_\_

What is the subject of your report? \_\_\_\_\_

Write three reasons why young people might prefer other shops.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What three solutions could you suggest?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What style would be appropriate for your report?

## CHOOSE THE BEST HEADINGS

H. Read these headings and circle the ones you think might be good to use in this report. Choose three.

The people to blame

Prices

Football

Facilities

Advertising

Window display

## MAKE IT FORMAL

I. These sentences are too informal for a report. Express the same idea in a more formal way.

1. You should make things cheaper, shouldn't you?

2. You know, it must be ages since you changed the window display.

3. Your advert is really boring and old-fashioned.

4. Get some new trainers.

## PLAN YOUR PARAGRAPHS

- J. Complete the following paragraph plan, making notes on what you are going to include in each paragraph and what heading you are going to give each paragraph.

REPORT PLAN	
TO: FROM: SUBJECT:	
INTRODUCTION	
PARAGRAPH 2	
PARAGRAPH 3	
PARAGRAPH 4	
CONCLUSION	

- K. Read these sentences and then use the words in bold to complete the sentences below.

- The new **sports centre/leisure centre** has great tennis courts.
- A **gym/gymnasium** is a place where people go to get some exercise and try to get fit.
- I try to **work out** at the gym at least once a week.
- A **rink** is a place where people go to skate on the ice.
- Mum, I need a new pair of **trainers**, and they have to be the right brand.
- I don't care which **side** wins as long as it's a good match.
- A **commentator** describes the action for people watching or listening at home.
- Hang on! I think I've left my racket in the **changing room**.
- Our team **trains** at least three times a week and sometimes more.
- Whenever we play football, John **picks** all his friends to be on the same side.

- 'And it's a goal!' the \_\_\_\_\_ shouted excitedly.
- If you want to get in shape, why don't you join a \_\_\_\_\_?
- I just hope the other \_\_\_\_\_ don't score before the final whistle.
- What this town needs is a new \_\_\_\_\_ with modern facilities.
- Greg deserves to get into the team because he \_\_\_\_\_ harder than anybody else.
- Don't leave any valuables behind in the \_\_\_\_\_.
- I can't run as fast as the other runners in these old \_\_\_\_\_.
- I hope the coach doesn't forget me when he \_\_\_\_\_ the team for this Saturday.
- They're putting on a professional ice show at the \_\_\_\_\_ this weekend.
- I used to \_\_\_\_\_, but now I've let myself get a bit out of shape.

*"Doing ordinary things in an extraordinary way"*

## EXAM TASK

**L. Study the exam question and write your answer in 120-180 words in an appropriate style.**

You have a part-time job in a gym. The manager wants to attract more customers and has asked you to write a report making some recommendations.

Write your **report** for your manager.

**M. Study the exam question and write your answer in 120-180 words in an appropriate style.**

You work for a local football club. The club is considering making changes to its stadium. The manager has asked you to write a report on the current stadium, suggesting improvements.

Write your **report**.

**N. Study the exam question and write your answer in 120-180 words in an appropriate style.**

You have seen this announcement in an international magazine.

### WHAT ARE THE LATEST FASHIONS WHERE YOU ARE?

We're looking for people to send us reports on the latest fashions among young people in the places where they live. You can tell us about fashions in music, in clothes, in what people buy, in behaviour or anything else you want to describe. And give your opinions on these fashions too. We'll publish some of the reports so that our readers can compare fashions in different places.

Write your **report**.

**O. Study the exam question and write your answer in 120-180 words in an appropriate style.**

You have seen this announcement in a magazine called Film and Screen.

Everyone has a favourite film. What makes a certain film mean so much to us? Write an article about your favourite film, and why you like it so much. If we publish your article, you will win a weekend away for two.

Write your **report**.

## EXAM TIP

- MAKE SURE YOU USE THE CORRECT FORMAT FOR YOUR WRITING. YOU SHOULD ALWAYS WRITE IN PARAGRAPHS AND YOU SHOULD GIVE THE PARAGRAPHS HEADINGS WHEN YOU ARE WRITING A REPORT.