

D WRITE

TASK

Example task: Write a report about being active in your free time.

Title

Use headings for each section.

The importance of being active in your free time

Introduction

The purpose of this report is to look at how important it is for people to spend their free time in an active way.

Health benefits

For most people, being active in their free time has advantages for their health. This is because activities that involve physical exercise, like sports, help us to keep our weight down and to stay fit. However, some people have jobs which involve too much exercise. This means that these people may not need to be active in their free time and, as a result, may benefit from more relaxing activities.

Social benefits

Another reason is that being active in your free time usually makes it easier to get together with other people. For instance, if you are a member of a gym, you will meet other members when you go to work out. Gyms are great places to meet others, although this does not mean that gyms are the only places where you can meet other people.

Conclusion

Overall, it is true that not everybody needs to be active in their free time to stay healthy and to have friends. Personally, I believe that it is important for most people to be active in their free time so that they can benefit greatly in terms of their health and social life.

Present positive and negative aspects for each section.

Use linkers to add ideas and to conclude.

Use expressions for writing reports.

E CHECK

Check your work for mistakes.

WATCH OUT!

DO include a heading for each section.

DO use expressions that are appropriate for writing reports.

DO NOT forget to look at more than one aspect of the topic.