C1 Advanced – Report Feedback

1. Read the task and then the sample report. Does it cover all the necessary points?

You attended a short course related to one of your hobbies. The course organiser has asked you to write a report on the course. In your report, you should describe the course, say which aspects of it you found most useful, and make recommendations on how the course could be improved to meet the needs of all the course participants.

<u>Report on Creative Writing Course</u>

<u>Aim</u>

The purpose of this report is to analyse the course on creative writing I have attended. It aims to describe the course and highlight its most valuable aspects, indicate what improvements can be brought and finally make recommendations on how these changes could be implemented.

<u>Course description and useful aspects</u>

Held over a period of ten working days, the programme offered attendants the opportunity to refine their writing skills through a series of talks focused on literary analysis, as well as workshops meant to encourage the application of the theory. Three course organisers guided the twenty-five participants throughout this period. The activities on editing and proofreading were especially helpful, with more than 90% of attendees reporting it led to their work being more structured. The vast majority also felt they had benefited from the detailed analysis of literary devices used in famous works. This enabled them to significantly upgrade the quality of their work.

<u>Areas to improve</u>

One major drawback was the trainer-participant ratio, which meant there was insufficient time allotted to working on a one-to-one basis with attendees. Only general feedback was given to the group, which led to some frustration, as many claimed they felt their questions about their own writing remained unanswered. What is more, on several occasions, the pace of the course was rushed. Around three quarters felt the course was too short to thoroughly cover the material. This made many believe their skills have only been superficially improved.

<u>Recommendations</u>

In order for all participants to fully benefit from the course, changes based on the above-mentioned problems should be made. The recommendations are that:

- more trainers are hired to give more individual feedback
- the course is lengthened to accommodate the material being taught

2. Read the task and first paragraph again and answer the questions:

You attended a short course related to one of your hobbies. The course organiser has asked you to write a report on the course. In your report, you should describe the course, say which aspects of it you found most useful, and make recommendations on how the course could be improved to meet the needs of all the course participants.

Aim

The purpose of this report is to analyse the course on creative writing I have attended. It aims to describe the course and highlight its most valuable aspects, indicate what improvements can be brought and finally make recommendations on how these changes could be implemented.

a) Are all the points from the task mentioned in the introduction so that the reader knows what the report contains?

b) Does the writer use their own words as much as possible, or do they lift most of the language from the task?

c) Is each point introduced by a different verb? If yes, what verbs does the writer use to do this?

3. Read the first main body paragraph again and answer the questions:

Course description and useful aspects

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a) Is the course described? On which lines of the paragraph?

b) How many useful aspects are mentioned? What are they?

c) Does the writer explain why each was so valuable? Where? Do they use numbers or statistics to further persuade the reader?

4. Read the second main body paragraph again and answer the questions:

Areas to improve

One major drawback was the trainer-participant ratio, which meant there was insufficient time allotted to working on a one-to-one basis with attendees. Only general feedback was given to the group, which led to some frustration, as many claimed they felt their questions about their own writing remained unanswered. What is more, on several occasions, the pace of the course was rushed. Around three quarters felt the course was too short to thoroughly cover the material. This made many believe their skills have only been superficially improved.

a) How many areas to improve are mentioned? What are they?

b) Is there a reason given for each aspect needing to be changed? What are these reasons?

5. Read the final paragraph again and answer the questions:

Recommendations

In order for all participants to fully benefit from the course, changes based on the above-mentioned problems should be made. The recommendations are that:

- more trainers are hired to give more individual feedback
- the course is lengthened to accommodate the material being taught

a) How many recommendations are made? What are they?

b) Does the writer (briefly) explain why these recommendations are made (the possible results)?

c) Are these recommendations strictly related to the problems identified in the previous paragraph? Are there any new ones that are not connected to the problems?

6. Read the questions and answer Yes(Y) or No(N)

a) Does the report have a good title? Y / N
b) Does each paragraph have a heading? Y / N
c) Is the language advanced? Y / N
d) Is the style informal? Y / N
e) Is it within the word limit? Y / N