

Name: _____

Date: _____

IGCSE ESL Report Writing

Report Writing Essentials



A successful IGCSE ESL report requires a specific structure, tone, and format. Test your knowledge of the basics below.

1. Which tone is required in an IGCSE report?

- A) Casual B) Formal C) Humorous D) Emotional

2. Which feature is absolutely compulsory in an IGCSE report?

- A) Dialogue B) Sub-headings C) Slang D) Personal stories

3. Number the following report sections from 1 to 5 to show the correct order they should appear in your report.

Report Section	Order (1-5)
Concerns	
Introduction	
Conclusion	
Findings	
Recommendations	

Pre-Writing: Professional Vocabulary



Using the 'Vocabulary of Approximation' helps make your report sound objective and professional when discussing statistics or observations.

1. Match the informal phrases on the left to their formal, report-appropriate vocabulary by writing the correct formal word in the empty space.

Word Bank: approximately | a significant number | a noticeable proportion | slightly | considerably

Informal Meaning	Formal Word / Phrase	Example Sentence
about / around		_____ half of the students attended.
a lot / many		_____ of people valued the event.
clearly visible amount		_____ of students felt it was too long.
a little		The day was _____ disorganised.

2. Write **ONE** example of a passive sentence structure suitable for a formal report (e.g., instead of 'We thought the event was good...').

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Drafting and Refining Skills

1. Rewrite the following informal sentences into a formal style appropriate for an IGCSE report. Try to use the passive voice and advanced vocabulary (e.g., 'a significant proportion', 'expressed dissatisfaction').

Informal Sentence	Formal Rewrite
The food was really bad and everyone hated it.	
We think the school should buy more computers.	
Lots of students said the library is too loud.	

2. A crucial part of a report is offering actionable solutions. Read the concerns below and write **one formal recommendation** for each.

Concern Identified	Formal Recommendation
Students are dropping litter in the school courtyard during breaks.	
The school canteen queues are too long, so some students miss lunch.	

Analysing a Sample Report

Read the sample report below, which is based on a recent school event. Then, answer the questions to analyse its format, register, and content.

Sample Report: Environment Day

Introduction

This report outlines the strengths of the recent Environment Day and identifies areas for improvement.

Findings

Approximately half of the students found the presentations highly informative, and a considerable number valued the opportunity to ask questions. Workshops were generally well-organised.

Concerns

Several groups experienced delays due to unclear instructions, and a noticeable proportion of students felt the day was slightly too long. Some activities were overcrowded.

Recommendations

It is recommended that clearer guidance be provided for group tasks and that the timetable be shortened. Increasing the number of facilitators would improve the experience.

Conclusion

Overall, the event was successful, but several adjustments could substantially enhance future programmes.

1. Format: What structural feature is used to organise the information clearly in this report, and why is this important for the reader?

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2. Register: Identify **two** examples of the passive voice used in the report. Why is the passive voice preferred over phrases like "We saw" or "I think"?

