

**1) Read the sample of a report and the tips for writing.****Exam question**

The American rapper and musician Macklemore is going on tour in your country. He has agreed to pay a one-hour visit to your school.

The headmistress of your school has asked you to carry out a survey amongst students and then write a report. She wants suggestions on:

- an activity to do with Macklemore which involves as many students as possible
- a present to give Macklemore to say thank you for coming to visit your school.

Write your report in about **180 words**.

***Macklemore's visit to our school******Introduction***

*The aims of this report are to make suggestions for a suitable activity to do with the musician Macklemore when he visits our school and to recommend a present to give him. It is based on a survey of 70 students.*

***Activity with Macklemore***

*The majority of people surveyed thought that the best way for our students to have contact with the rap star was to organise an interview with Macklemore in the school hall. Macklemore could be on the stage and students could ask him questions using a microphone.*

***A suitable present***

*Most students thought that each class in the school could prepare one page containing a message, a drawing or a poem. The pages could then be put together to make a book to thank Macklemore for his visit.*

***Recommendations***

*I would recommend that we organise an interview with Macklemore in the main hall. All students would like to attend and representatives from each class could ask Macklemore a question. Perhaps we could also consider asking students to design a page for a book that we could give Macklemore as a thank-you present.*

# Top Tips for writing

1. Write a title that shows what the report is about.
2. Divide your report into clear paragraphs with subheadings.
3. State the report's aim or aims in the introduction.
4. Use more formal language, such as full forms rather than contractions.
5. You will probably need to make polite recommendations in the conclusion.

2) **A report: Are the sentences true or false? Write TRUE or FALSE, NOT T or F.**

- a) The aim of the report is to recommend an activity and present for Macklemore's visit.
- b) The recommendations are based on the author's opinion.
- c) Most students agreed that the best activity was an interview.
- d) A small minority of students liked the idea of making a book as a present.
- e) The report makes polite suggestions based on the research done.

3) **Match the phrase with its function. (Drag and drop).**

**Say why you are writing the report**

**Say how you got your information**

**Summarise what you found out**

**Conclude by giving your recommendations**

- a) The aim of this report is to ...

- b) It is based on a survey of ...

- c) The majority/minority of ...

- d) I would recommend that we ... / Perhaps we should consider ...

**4) Complete the second sentence to make recommendations in a more formal way.**

- a) We should organise an interview.

Perhaps we could consider

- b) We should make a book.

I would recommend

- c) We should prepare questions for the interview.

It would be advisable

- d) We should invite all students.

I would recommend

- e) We should use a microphone for the interview.

Perhaps we could consider

- f) We should choose representatives from each class.

It would be advisable

- g) We should print the book professionally.

Perhaps we could consider

- h) We should give students adequate time to prepare their contributions.

I would recommend