

A REPORT

1 Read the exam task. What four points do you need to cover in your report?

Your school recently held a one-day international food festival. You have been asked by the Principal to write a report of the event.

Your report should briefly describe the main activities of the event and explain which were the most popular and why. You should also suggest how the event could be improved and whether or not you would recommend holding the festival again in the future.

Write your **report**.

2 Study the model answer. How many areas for improvement does the writer mention?

3 Read the exam task and choose the best heading for each paragraph.

You worked as an activities organiser in a summer camp for children. The camp director has asked you to write a report about the camp.

In your report you should evaluate the camp, saying which activities the children enjoyed most and which were less popular and why. Make recommendations on how the camp could be improved for next year.

Write your **report**.

Paragraph 1: *Report on the camp/Why I went to camp/Introduction*

Paragraph 2: *Overall evaluation/Children's opinions of the camp/The camp was great*

Paragraph 3: *The activities that were most enjoyed/Most popular activities/So what were the best activities?*

Paragraph 4: *What we should do differently next time/Recommendations/My opinion*

MODEL ANSWER

¹Divide your report into sections with headings.

¹Introduction

²Broadbridge High School held its first international food festival on May 27th in the school grounds. It was organised by the festival committee, which included students, teachers and an advisor from a local restaurant. There were over 70 different food stalls and more than 650 visitors.

²Your introduction should contain factual information about the subject of the report to give context.

³Make sure you cover what the task asks you to discuss.

³Main activities

The main activities included cookery demonstrations and classes, food tastings and a 'bake-off' competition, which ⁴most people considered the highlight of the day. Inspired by the popular television show, the bake-off was organised in age categories, giving ⁴a large number of students and adults the opportunity to show off their skills. ⁵Another favourite was the sushi-making masterclass by Chef Yoshi from Café Tokyo. Participants were fascinated to learn the secrets of this highly artistic Japanese dish.

⁴Use a range of quantifiers to report on different people's opinions.

⁵Use phrases of addition to add similar points.

³Areas to improve

Visitors ⁶expressed the opinion that the variety of drinks available did not match the food and drinking water ran out by 2 p.m. Furthermore, several ⁶raised concerns about environmental issues, particularly the use of disposable plates and cutlery.

⁶Use reporting verbs to give other people's opinions.

Conclusion and recommendations

³I would definitely recommend holding a similar event next year. Based on the aforementioned problems, I would suggest the following:

⁷You can use bulleted or numbered lists for the recommendations if you have more than one.

- ⁷1 Install more water coolers and washing facilities so cups can be reused. Ask people to bring their own water bottles to refill.
- 2 Invite stallholders to provide soft drinks, juices and teas typical of their cuisines.
- 3 Consider hiring plates and cutlery next year.

4 Match the three parts of the sentences to make recommendations with justifications.

- 1 It is recommended that
- 2 I would strongly suggest
- 3 One improvement we could try is to
- 4 I would advise
- A against having video games available
- B allow the children to use Wi-Fi in the evenings for an hour
- C more helpers are hired for the busiest months
- D increasing the number of team sports
- i in order to prevent arguments about losing contact with their friends.
- ii because the camp is meant to promote physical exercise and spending time in nature.
- iii as these are the most popular activities.
- iv due to the amount of children who attend at that time.

5 Complete the report extract with the linking words and phrases in the box. There are four options you do not need.

also although because due to in addition
on the other hand particularly specially
therefore the reason is too

Swimming was the possibly the most popular activity for most of the children who attended the camp.

- (1) _____, a large number of them enjoyed arts and crafts, (2) _____ making jewellery and many of them (3) _____ had fun sketching the trees and flowers. Pottery was another popular activity.
- (4) _____, the nature walks were reportedly not as enjoyable as in previous years. This seems to be (5) _____ the duration, which the students felt was too long. Furthermore, (6) _____ the children are generally interested in nature, they felt there was too much information given, making it 'like school'. (7) _____, it might be a good idea to make the nature walks shorter next time.

6 Study the words and expressions in the Key language box.

KEY LANGUAGE FOR REPORTS

Adding supporting points/arguments/evidence:

in addition, what is more, moreover, furthermore, added to this is the fact that, another aspect/suggestion/improvement ...

Making recommendations: *Try + -ing, consider + -ing, I would recommend/suggest/advise ..., it is recommended/suggested that ..., I have no hesitation in recommending ..., it might be a good idea to ...*

Reporting: *report/feel/consider/state/complain/believe/expressed the opinion + that ...*

Talking about groups of people: *The (vast) majority, most, a few, several, (about/around) half/ a third/a quarter (of), nearly everyone*

7 Report the data in the questionnaire below using the given verb in brackets and an appropriate quantifier.



FOOD FESTIVAL QUESTIONNAIRE

- 1 Did you attend the event on both days?
Yes: 51 No: 49 (say)
About half of the people said they attended the event on both days
- 2 Was the event well organised?
Yes: 93 No: 7 (feel)
- 3 Was the event good value for money?
Yes: 25 No: 75 (believe)
- 4 Did you enjoy the event?
Yes: 97 No: 3 (say)
- 5 Was it easy to book online?
Yes: 53 No: 47 (report)
- 6 Was there a good variety of food stalls?
Yes: 85 No: 15 (think)

8 Read the exam task and use the table to plan your report.

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.

Write your **report**.

SECTION	IDEAS	USEFUL LANGUAGE
Introduction: description of course		
Useful aspects of course		
Aspects that could be improved		
Conclusion – Recommendations		

9 Write your report. Write between 220 and 260 words.

10 Check your report and make changes if necessary.

- Have you used headings to organise your answer?
- Does your introduction explain the context for the report?
- Have you covered the three points in the task?
- Have you used language for recommendations?
- Have you divided your report into sections with appropriate headings?
- Have you used a formal or neutral tone?
- Have you written between 220 and 260 words?