

# How to write a report

# A Report

- is written for someone in **authority**, e.g. *a local council, an employer, a teacher, a manager* etc
- contains a **description of a present situation** and has **recommendations/suggestions** about future actions
- is divided into **sections** and contains factual information
- is written in a **formal** and objective **style**
- uses **advanced vocabulary, full verb forms, the passive voice, formal linking words/phrases**
- usually uses **present tense**
- uses **headings** for each section (Headings are very important!)

# Structure

- Introduction
- Main body: 2-3 paragraphs with subheadings
- Conclusion

# Start writing the report by finding the key points/information

Your local sports centre has given a sum of money for improvements to make it more popular with young people. You work at the sports center and the manager has asked you to write a report making some suggestions. Write a report. Think about decor & facilities, range of activities, publicity.

# Report

Introduction – state the purpose and the content of the report

Useful language: The aim of this report is...../This report is intended to...../

In this report I will look at..../The purpose of this report...

## Introduction

The aim of this report is to suggest the ways of improving our local Sports Centre in order to make it more attractive for young people.

**Main Body** (2-3 paragraphs with subheadings)  
state a problem and give recommendations in each paragraph

**To introduce the problem:** Currently... It appears that...

**To list the points:** To begin with/Firstly, Secondly... Furthermore / In addition...

**To make suggestions:** I (would) (strongly) recommend/suggest...

One/another suggestion would be to.../ It would be a good idea to.....

If we were to do this....

**To express effect:** Therefore/For this reason.... By doing this, we would/could.....

As a result.../This would mean that.....

## Décor and Facilities

It appears that the décor and some of the facilities are in need of being updated. Firstly, I would recommend that the centre be redecorated in a modern style and the changing facilities be refurbished. Secondly, I strongly suggest that free Wi-Fi be installed in the café and gym. Doing this would make the centre more attractive to youngsters.

## Range of activities

Although the centre offers plenty of activities, they are not appealing enough to young people. More exciting sports like indoor climbing and trampolining might attract more interest. Furthermore, the addition of modern fitness classes, such as Zumba, would undoubtedly be popular with younger customers.

## Publicity

Currently the centre is not very well-known in the community. For this reason, I would suggest arranging an open day. This would allow young people to try out the facilities before joining. In addition, the sports events could be advertised on social media sites. This is an inexpensive way of attracting younger customers.

Conclusion - summarise the main points and give your personal opinion

In conclusion, All in all, To sum up,.....

### Conclusion

*All in all, I feel that improved décor and facilities, new more exciting activities and a better publicity would certainly attract more young people to the local sports centre.*



# A report for Cambridge B2 First

A group of British teachers is going to visit your college for two days. The aim of their trip is to learn about how technology is used in education in your country.

You have been asked to write a report for the group leader. Your report should:

Include information how technology is used to teach different subjects

Recommend which lessons the teachers should watch to see technology being used

# Structure

1. Introduction

2. How technology is used in subject X

3. How technology is used in subject Y

4. Your recommendation for which lesson the teacher should watch

## Introduction

**The aim of this report is** to discuss how technology is used in the Geography and Maths classes. **It will recommend** which lesson is the most suitable for teachers to observe.

### How technology is used in Geography classes

**According to** our Geography teachers, they sometimes show interactive maps on a digital whiteboard and use projectors to demonstrate environmental documentaries. They **also** allow students to use tablets for doing Geography quizzes

## Ways that technology is used in Maths classes

**One way that** technology is used in Maths is through the use of video platforms. These allow students to record themselves explaining complicated mathematical equations that they can share with other students in the class. **In addition**, each student is given a laptop, which they can use to make graphs and spreadsheets.

## Recommendations

**All things considered, I believe** the Geography class would be more beneficial to watch. The interactive maps and games would be engaging for both students and teachers, whereas in the Maths class technology use is more of a solo activity.

# Write a report

You do some voluntary work at a local children's hospital and the director wants to make it a more pleasant place for the children. You have been asked by the director to write a report making some suggestions about outdoor space, décor, toys&books. Write your report (120-180 words)

You have just come back from a two-day study trip to a historic town. Your teacher has asked you to write a report about your visit, saying what you saw during the two days and whether you would recommend a similar visit for other students.