



## REPORTS

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**EXAMPLE QUESTION** Every year, your school organises an optional one-week course in an English-speaking country. The course includes English language lessons in the mornings and a social programme in the afternoons.

You and your classmates attended this year's course and your school principal has asked you to write a report evaluating the experience. You should include reasons why your classmates chose to attend the course, aspects they found most useful, and suggest any changes you would make for next year's visit.

Write your report.

Give your report a title.

When the report is written for a person in authority, or an organisation, the style is formal. Do not use contractions in these cases.

Ensure you include an evaluation, not a description. Justify your points with concrete examples.

To give a conclusion, use *To sum up*, *All in all*, *In conclusion*, ...

Make recommendations using phrases like *It would also be worth considering*, ...

MODEL TEXT

**Report on the one-week study course**

**Introduction**

This report is intended to evaluate the one-week study course organised by the school this year. **It will** consider the factors that influenced decisions to participate in the programme. Furthermore, it will assess the usefulness of the classes and social activities, as well as making recommendations for future improvements. The report is based on a survey of 35 of the 40 students who attended this year's course.

**Reasons for participation**

The majority of students chose to take part in the programme because it offered them an opportunity to practise their language skills. While the language classes were considered important, **over 70% of respondents** said that they were most interested in meeting and interacting with young people from other countries, including the host country. **In addition**, they thought that the course would enable them to experience a different culture.

**Evaluation of the programme**

Overall, students were positive about the organisation of the trip and the accommodation provided. What is more, the classes were generally well-received. Those that focussed on communication skills **were thought to be** the most useful, and several students commented that they would have preferred the lessons to be exclusively dedicated to this type of activity. The social programme included visits to museums and places of cultural interest in the city but, although these were accompanied by a guide, they were less popular. Indeed, there was little variety in the social programme, and few opportunities to meet local people.

**Recommendations**

**To sum up**, I would recommend that the school ensures that the classes have a strong communicative component in the future. **It would also be worth considering** whether the classes could involve more excursions into the community. One possible suggestion would be to create questionnaires during lessons, which students could then use to interview the general public. This would not only allow them to practise their oral skills, but it would also involve meeting local people. Additionally, I would propose that the social programme includes a greater variety of activities. Several students commented that they would like to do more sporting activities, competitions and debates, as well as excursions to cultural sites.

Separate the report into sections and give each one a suitable heading. Avoid repeating language from the question in the headings.

Include statistics when the report is based on a survey, research or interviews.

Use linkers of addition like *In addition*, *What is more*, *Moreover*, *Furthermore*, to add information or develop a point.

In formal reports, use passive and impersonal structures.

### Useful phrases: Making recommendations

I would (strongly) recommend that ... • It would be worth considering whether ... • I would propose that ...  
 It would be a good step forward if ... • One (possible) course of action would be to ...

### Suggested paragraph plan

- Paragraph 1: Introduction – state the aim of the report.  
 Paragraph 2: Main points as per the task.  
 Paragraph 3: An evaluation.  
 Paragraph 4: Recommendations.