

A REPORT



Exam fact

In Writing Part 2, there may be a question asking you to write a report.

Places and buildings

A REPORT is usually written for a superior (e.g. a teacher) or a peer group (e.g. members of an English club). Candidates are expected to give some factual information and make suggestions or recommendations. A report should be clearly organised and may include headings.

1a

Complete the sentences with the correct form of the verbs in brackets. Sometimes more than one form is possible.

1. We posters to advertise the new swimming pool. (put up)
2. New bus shelters could near the sports centre. (provide)
3. It would be beneficial better public transport in the town. (have)
4. If there were studios available, young artists to develop their talents. (be able)
5. We recommend that the old cinema should (pull down)
6. Our main recommendation is the old bank into a youth cafe. (turn)
7. We would suggest a new arts centre. (open)
8. The museum needs to so that more people will visit it. (improve)

1b

Complete the sentences with your own ideas.

1. To help protect the environment you should
2. In order to improve public transport in my town or city, my main recommendation would be
3. I would recommend that visitors to my town or city
4. In my place of study or work, it would be beneficial.....
5. In order to improve the main shopping area of my town or city I suggest
6. To improve leisure facilities in my town or city I would suggest

✓ Exam task

2

Read the task. Write your answer in 150-200 words in an appropriate style.

Your local government wants to improve leisure facilities in your town. Your English teacher wants to know the opinions of the students at your language school. Write a report for your teacher, explaining what facilities there are already in your town and recommending new facilities that would benefit young people.



Write your **report**.

3

Rewrite the sentences with the correct punctuation.

1. the new sports centre opened in june
.....
2. what facilities are available
.....
3. thats terrible news
.....
4. im going to the gym she said
.....
5. the most popular sports are football tennis and rugby
.....
6. if they opened a new cinema a lot of people would go to it
.....
7. although there is a youth club not many people use it
.....
8. finally i would recommend building a new swimming pool
.....

✓ Exam tips

- In the first paragraph, you should say what the purpose of your report is – why you are writing it.
- Make sure you organise your report into paragraphs. You can include section headings to make the structure clearer.
- Remember to write in full sentences and use a range of language with accurate spelling.