

Writing skills practice: A report – exercises

Look at the exam question and report and do the exercises to improve your writing skills.

Preparation

Fill the gaps with the correct word from the box.

subheading

information

recommend

aim

1. You might be asked to write a report when a person in authority needs _____.
2. In the first line of the introduction, you should say what the _____ of the report is.
3. A report should be divided into paragraphs, each with a clear _____ on the left.
4. At the end of the report, you will probably be asked to _____ what should be done.

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.