A) PISNI SESTAVEK (V ENI OD STALNIH SPOROČANJSKIH OBLIK)

REPORT

Level C1 · 10 exam-style tasks

How to write your report. Give it a clear **title** and organise it into sections with **headings**. Use the **notes** provided and add your own ideas. Keep a neutral, factual register, present your findings objectively, and finish with a **conclusion and recommendations**. Your name is **Dominik(a) Novak**.

Task 1

Report

Your college's senior management is reviewing a new flexible, hybrid study programme introduced last year. As student representative, you have been asked to write an evaluative report drawing on student feedback.

Notes: attendance – up · engagement – mixed · weaker students – fall behind · staff workload – increased · satisfaction – high overall

Write a **report** of **180–200 words** in which you:

- open with a concise statement of purpose and scope
- present and analyse the main findings under clear headings, weighing benefits against drawbacks
- conclude and make prioritised, justified recommendations

(20 points)

Task 2

Report

A national youth organisation is assessing the impact of its volunteering programme. You have been commissioned to write an evaluative report.

Notes: participation – rising · skills – developed · retention – poor · funding – uncertain · community impact – significant

Write a **report** of **180–200 words** in which you:

- state the report's purpose and method
- analyse the findings under headings, distinguishing strengths from weaknesses
- recommend prioritised measures with justification

(20 points)

Task 3

Report

Your university is evaluating a new mental-health support service. As a student representative you have been asked to report on it.

Notes: awareness – improved · waiting times – long · staff – stretched · stigma – reduced · demand – rising sharply

Write a **report** of **180–200 words** in which you:

- open with a statement of purpose and scope
- synthesise the evidence into an analytical account under headings
- conclude and recommend strategic priorities

(20 points)

Task 4

Report

A cultural institution is reviewing a season of outreach events. You have been commissioned to write an evaluative report.

Notes: attendance – strong · new audiences – limited · press coverage – positive · costs – high · staff morale – mixed

Write a **report** of **180–200 words** in which you:

- state the report's aim and scope
- analyse the outcomes under headings, weighing successes against shortcomings
- make prioritised, justified recommendations

(20 points)

Task 5

Report

Your company piloted a four-day working week. Senior management has asked for an evaluative report.

Notes: productivity – maintained · wellbeing – improved · scheduling – complex · clients – some concerns · recruitment – easier

Write a **report** of **180–200 words** in which you:

- open with a concise statement of purpose
- present and analyse the findings under headings, balancing gains and challenges
- conclude and recommend prioritised next steps

(20 points)

Task 6

Report

A city is assessing a new cycle-lane network. As a member of a residents' panel you have been asked to write an evaluative report.

Notes: cycling – up · congestion – shifted · safety – improved · businesses – divided · maintenance – costly

Write a **report** of **180–200 words** in which you:

- state the purpose and scope of the report
- analyse the evidence under headings, weighing benefits against drawbacks
- recommend strategic priorities with justification

(20 points)

Task 7

Report

Your institution trialled AI tools to support learning. You have been commissioned to evaluate the pilot in a report.

Notes: efficiency – gains · over-reliance – a risk · accuracy – variable · staff training – needed · equity – concerns

Write a **report** of **180–200 words** in which you:

- open with a statement of purpose and method
- synthesise the findings into an analytical account under headings
- conclude and make prioritised recommendations

(20 points)

Task 8

Report

A charity is reviewing a fundraising campaign that fell short of its target. You have been asked to write an evaluative report.

Notes: reach – wide · conversion – low · costs – overran · volunteers – committed · donor feedback – mixed

Write a **report** of **180–200 words** in which you:

- state the report's purpose
- analyse why the campaign underperformed, under headings
- recommend prioritised improvements with justification

(20 points)

Task 9

Report

Your college is evaluating an international partnership after its first year. You have been commissioned to report on it.

Notes: exchanges – successful · communication – patchy · costs – shared unevenly · reputation – enhanced · workload – heavy

Write a **report** of **180–200 words** in which you:

- open with a concise statement of purpose and scope
- analyse the outcomes under headings, weighing strengths against weaknesses
- conclude and recommend strategic priorities

(20 points)

Task 10

Report

A government body is assessing a scheme to reduce food waste in schools. You have been asked to write an evaluative report.

Notes: waste – down · awareness – raised · costs – modest · participation – uneven · long-term impact – unclear

Write a **report** of **180–200 words** in which you:

- state the purpose and scope of the report
- synthesise the evidence into an analytical account under headings
- conclude and make prioritised, justified recommendations

(20 points)