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

REPORT

Level B1 · 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 head teacher wants to improve the school canteen and has asked students to write a report.

Notes: food – tasty but expensive · queues – very long · seating – not enough tables · staff – friendly

Write a **report** of **120–150 words** in which you:

- give your report a title and a short introduction
- describe the good and bad points (use headings)
- end with a conclusion and one or two recommendations

(20 points)

Task 2

Report

Your class visited a local museum. Your teacher has asked you to write a report on the trip.

Notes: exhibits – interesting · guide – boring · café – too small · shop – cheap souvenirs

Write a **report** of **120–150 words** in which you:

- introduce the purpose of the report
- describe what was good and what was not (use headings)
- conclude and recommend improvements

(20 points)

Task 3

Report

Your school is thinking of building a new sports area. Students were asked to report on what is needed.

Notes: gym – old equipment · football pitch – muddy · changing rooms – too small · pool – none

Write a **report** of **120–150 words** in which you:

- explain why the report was written
- describe the current facilities (use headings)
- recommend what should be built

(20 points)

Task 4

Report

Your youth club wants to attract more members. You have been asked to write a report.

Notes: activities – limited · opening hours – short · building – needs paint · members – friendly

Write a **report** of **120–150 words** in which you:

- introduce the aim of the report
- describe the current situation (use headings)
- suggest how to attract more members

(20 points)

Task 5

Report

Your school library is being reviewed. Students were asked to report on it.

Notes: books – old · computers – too few · quiet space – limited · staff – helpful

Write a **report** of **120–150 words** in which you:

- explain the purpose of the report
- describe the strengths and weaknesses (use headings)
- recommend improvements

(20 points)

Task 6

Report

Your town opened a new leisure centre. The local paper asked young people to report on it.

Notes: swimming pool – great · prices – high · parking – difficult · staff – helpful

Write a **report** of **120–150 words** in which you:

- introduce the report
- describe the good and bad points (use headings)
- conclude with recommendations

(20 points)

Task 7

Report

Your school ran a healthy-eating week. You have been asked to report on how it went.

Notes: fruit stalls – popular · posters – helpful · fast food – still sold · students – more aware

Write a **report** of **120–150 words** in which you:

- explain the purpose of the report
- describe what worked and what did not (use headings)
- recommend what to do next year

(20 points)

Task 8

Report

Your class organised a charity fair. Your teacher asked you to write a report.

Notes: stalls – varied · turnout – good · signs – unclear · money raised – more than expected

Write a **report** of **120–150 words** in which you:

- introduce the aim of the report
- describe how the fair went (use headings)
- recommend improvements for next time

(20 points)

Task 9

Report

Your school introduced a new timetable. Students were asked to report on it.

Notes: longer lessons – tiring · breaks – too short · free periods – useful · lunch – rushed

Write a **report** of **120–150 words** in which you:

- explain the purpose of the report
- describe students' reactions (use headings)
- recommend changes

(20 points)

Task 10

Report

A new bus service started in your area. The council asked residents to report on it.

Notes: routes – useful · buses – often late · tickets – cheap · stops – too far apart

Write a **report** of **120–150 words** in which you:

- introduce the report
- describe the good and bad points (use headings)
- recommend improvements

(20 points)