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

REPORT

Level B2 · 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 school recently introduced a new digital learning system. The school council has asked you to write a report evaluating it.

Notes: students – like the flexibility · teachers – use it differently · some – found it confusing · older devices – struggle to run it

Write a **report** of **170–180 words** in which you:

- give the report a title and an introduction explaining its aim
- evaluate the system under headed sections, with advantages and disadvantages
- conclude and make clear, justified recommendations

(20 points)

Task 2

Report

Your college is reviewing its work-experience programme. As a student representative you have been asked to report on it.

Notes: placements – varied · supervision – uneven · skills gained – valuable · travel – costly for some

Write a **report** of **170–180 words** in which you:

- state the aim of the report
- present the findings under headings, weighing pros and cons
- recommend improvements with reasons

(20 points)

Task 3

Report

Your town is considering pedestrianising the centre. Young residents were asked to report on the idea.

Notes: air quality – would improve · shops – worried about access · cyclists – in favour · deliveries – problematic

Write a **report** of **170–180 words** in which you:

- explain the purpose of the report
- present the arguments for and against under headings
- conclude and recommend a way forward

(20 points)

Task 4

Report

Your school ran an exchange programme abroad. You have been asked to write an evaluative report.

Notes: language skills – improved · host families – mostly welcoming · organisation – last-minute · cost – high

Write a **report** of **170–180 words** in which you:

- introduce the report and its aim
- evaluate the programme under headings
- recommend changes for next year

(20 points)

Task 5

Report

A new fitness app was trialled at your gym. Members were asked to report on it.

Notes: tracking – motivating · interface – confusing · battery – drains fast · community feature – popular

Write a **report** of **170–180 words** in which you:

- state the aim of the report
- present the strengths and weaknesses under headings
- make justified recommendations

(20 points)

Task 6

Report

Your school canteen switched to a cashless payment system. The head asked for a report on how it is working.

Notes: queues – shorter · top-ups – confusing for some · spending – easier to track · technical faults – occasional

Write a **report** of **170–180 words** in which you:

- introduce the report
- evaluate the system under headings
- recommend improvements with reasons

(20 points)

Task 7

Report

Your local library extended its opening hours. The council asked for a report on the effect.

Notes: evening use – up · staffing – stretched · students – pleased · running costs – higher

Write a **report** of **170–180 words** in which you:

- state the purpose of the report
- present the findings under headings, weighing benefits and drawbacks
- conclude and recommend

(20 points)

Task 8

Report

Your school introduced a peer-mentoring scheme. You have been asked to report on its impact.

Notes: younger students – more confident · mentors – gained skills · training – insufficient · time – hard to find

Write a **report** of **170–180 words** in which you:

- introduce the report and its aim
- evaluate the scheme under headings
- make clear recommendations

(20 points)

Task 9

Report

A car-sharing scheme was launched at your workplace. Staff were asked to report on it.

Notes: costs – reduced · emissions – lower · scheduling – tricky · uptake – growing slowly

Write a **report** of **170–180 words** in which you:

- state the aim of the report
- present the advantages and disadvantages under headings
- recommend how to increase participation

(20 points)

Task 10

Report

Your school held its first online parents' evening. Staff were asked to write a report.

Notes: attendance – higher · technology – some glitches · time-keeping – better · personal contact – reduced

Write a **report** of **170–180 words** in which you:

- introduce the report
- evaluate the event under headings
- recommend improvements for next time

(20 points)