MATURA WRITING TASKS

REPORT

Level B1

Your goal at B1: Write a clear, well-organised report with a title, simple headings and short paragraphs. Present facts neutrally and finish with a simple recommendation.

B1 · PHASE 1 – MATCH THE HEADING TO THE CONTENT

A report is divided into sections with headings. Match each heading to what belongs under it. **Careful – they are not in the same order!** Write the pairs, e.g. 1–d.

Heading	Content (mixed up)
1 Introduction	a What the school should do to improve things
2 The Food	b Why this report was written
3 The Staff	c The meals were tasty but too expensive
4 Recommendations	d The workers were friendly and helpful
5 Conclusion	e Overall, the canteen is good but could be better

TASK: Then suggest one more heading you could add to this report.

B1 · PHASE 2 – REPORT VOCABULARY (MATCH)

Reports use special phrases. Match each everyday phrase to a more formal report phrase. **The order is mixed up.**

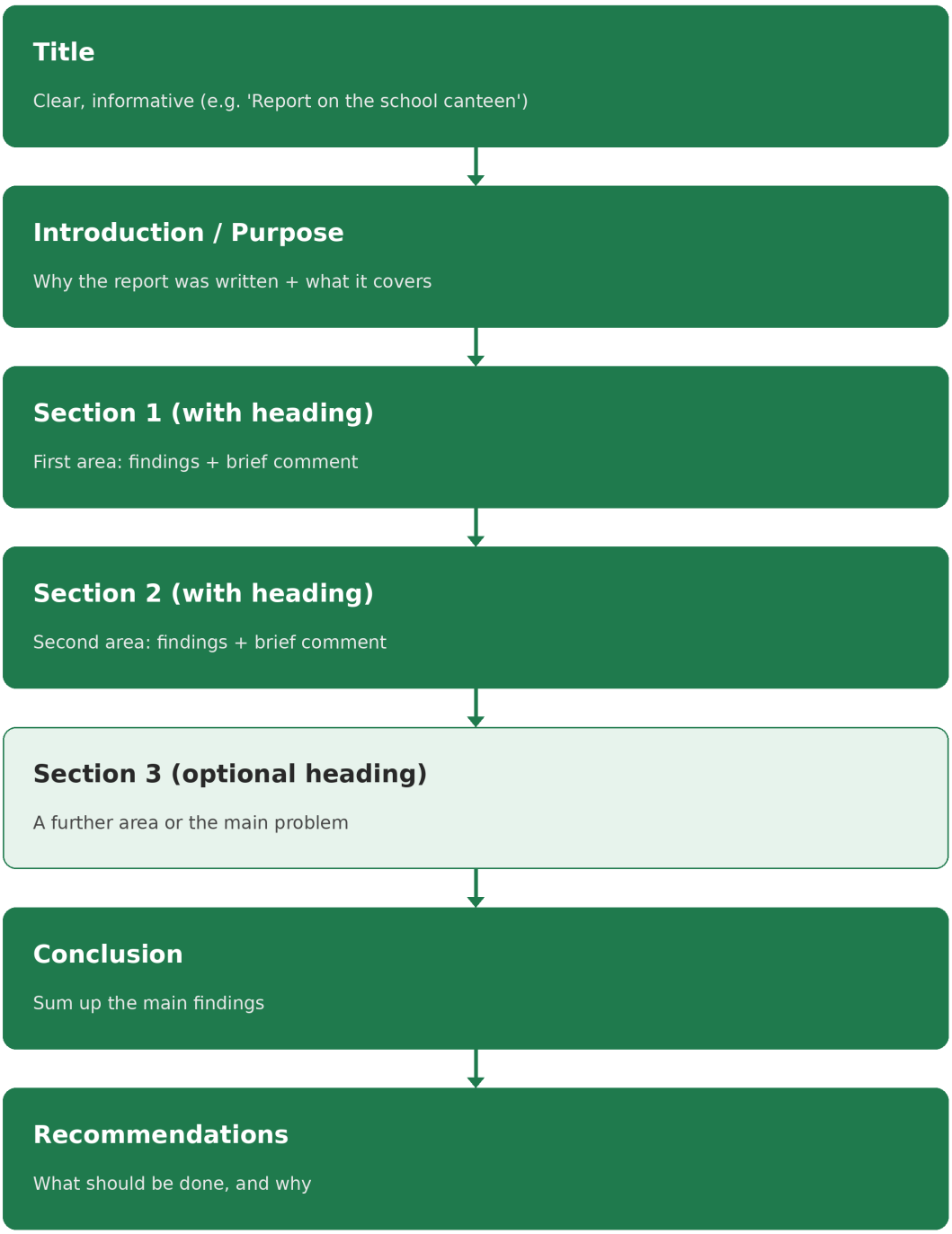
Everyday phrase	Report phrase (mixed up)
1 This report is about…	a It is recommended that…
2 I found out that…	b The aim of this report is to…
3 I think they should…	c In conclusion,…
4 To sum up,…	d The findings show that…

TASK: Write one sentence using each report phrase.

B1 · THE STRUCTURE YOU ARE BUILDING TOWARDS

Study this plan before you start. A report is not a letter or an essay: it has a title, clear section headings, neutral factual language, and it ends with recommendations. Every task in this booklet helps you build one part of it.

A REPORT — STRUCTURE



B1 · PHASE 3 – PUT THE REPORT IN ORDER

These parts of a report are in the **wrong order**. Number them 1–5 to put them right, then write one sentence for each.

a Recommendations for the future
b A section about the second area, with a heading
c A title
d A section about the first area, with a heading
e An introduction saying why you are writing

*Remember: the **title** comes first and the **recommendations** come last.*

B1 · PHASE 4 – SENTENCE BUILDING

Complete each sentence with your own words.

1 The aim of this report is to _____.
2 First of all, _____.
3 Most people said that _____.
4 One problem is that _____.
5 In conclusion, _____.
6 I would recommend that _____.

B1 · PHASE 5 – FACT, NOT FEELING

A report is neutral. Rewrite each emotional sentence as a calm, factual one.

1 The food was absolutely disgusting!
2 I loved the amazing new gym so much!
3 The trip was totally boring and awful.
4 The staff were incredibly rude to everyone.
5 The library is the best place ever!

B1 · PHASE 6 – MAKING RECOMMENDATIONS

Complete each recommendation with a sensible idea.

1 The school should _____.
2 It would be a good idea to _____.
3 I recommend that the canteen _____.
4 In future, students could _____.
5 To solve this problem, the club should _____.

B1 · PHASE 7 – READ THE NOTES, WRITE A SECTION

In the exam you often get short notes to turn into full sentences. Turn these notes into two or three sentences under the heading **“The Sports Facilities”**.

Notes: new gym – great · football pitch – muddy · changing rooms – too small · pool – closed on Sundays

B1 · PHASE 8 – SPOT & FIX THE MISTAKES

Each sentence has one mistake (grammar, word choice or style). Find it and rewrite it.

1 The aim of this report is telling you about the trip.
2 Most of students liked the new timetable.
3 I recommend to buy new equipment.
4 The findings shows that people are happy.
5 In conclusion the canteen is good.
6 It would be a good idea improve the library.

B1 · PHASE 9 – PLAN YOUR REPORT

Write short notes (not full sentences) for each part.

Part	My notes
Title	_____
Introduction (aim)	_____
Section 1 + heading	_____
Section 2 + heading	_____
Conclusion + recommendation	_____

B1 · FINAL WRITING TASK

Read the task, then write your report.

Your school's head teacher wants to improve the school canteen and has asked students to write a report. Use the notes below and your own ideas.

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 clear title and a short introduction
- describe the good points of the canteen (use a heading)
- describe the problems (use a heading)
- end with a conclusion and one or two recommendations.