MATURA WRITING TASKS

REPORT

Level B2

Your goal at B2: Write a clear, objective report with informative headings. Present findings, weigh advantages and disadvantages, and justify practical recommendations.

B2 · PHASE 1 – UPGRADE THE LANGUAGE

Rewrite each casual sentence in a more formal, report-style way.

1 Loads of people didn't like the app.
2 The trip was pretty good on the whole.
3 The food was a bit rubbish.
4 Everyone reckons the timetable is bad.
5 The staff did an okay job.
6 There were a few problems here and there.

B2 · PHASE 2 – PRECISE VOCABULARY

Replace the underlined word with a stronger, more precise alternative.

Weak	Stronger (your ideas)
The results were <u>good</u>.	positive / encouraging / …
There was a <u>big</u> problem.	significant / major / …
Many people were <u>unhappy</u>.	dissatisfied / critical / …
The system is <u>bad</u>.	inefficient / flawed / …
We should <u>change</u> it.	revise / overhaul / …

B2 · 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



B2 · PHASE 3 – PRESENTING FINDINGS

Turn each note into 2–3 objective sentences: state the **finding**, give a **detail or example**, and add a brief **comment**.

1 A new digital learning system – popular with most students
2 The school library – not enough quiet space
3 A recent school trip – well organised but too short
4 The cafeteria – healthy options limited

Model frame: The findings indicate that … . For example, … , which suggests … .

B2 · PHASE 4 – ADVANTAGES & DISADVANTAGES

For each topic, write one clear advantage and one disadvantage, then a linking sentence.

1 Introducing tablets instead of textbooks
2 Making school lunches free
3 A later school start time
4 An online booking system for the library

B2 · PHASE 5 – OBJECTIVE REGISTER

A report avoids strong personal emotion. Rewrite each sentence in a neutral, objective register.

1 I absolutely hated the new system.
2 It was amazing and everyone adored it!
3 The organisers clearly didn't care at all.
4 Honestly, the whole thing was a disaster.
5 You'll definitely love the new facilities.

B2 · PHASE 6 – RECOMMENDATIONS WITH REASONS

A good recommendation includes a reason. Complete each one.

1 It is recommended that the school _____, so that _____.
2 The library should _____ in order to _____.
3 One possible solution would be to _____, which would _____.
4 It would be beneficial to _____ because _____.
5 Measures should be taken to _____ so as to _____.

B2 · PHASE 7 – GRAMMAR RANGE

Write one sentence of each type for a report.

- a passive sentence (It was found that… / Students were asked to…)
- an impersonal recommendation (It is recommended that…)
- a comparative (…is more effective than…)
- a present perfect (Since the change, numbers have risen…)
- a sentence beginning with a linker: However / Overall / Therefore

B2 · PHASE 8 – DRAFT INTRO & RECOMMENDATIONS

Introduction: state the aim of the report and what it will cover (2–3 sentences).

Recommendations: give two or three clear, justified recommendations (2–3 sentences).

B2 · FINAL WRITING TASK

REPORT FOR THE SCHOOL COUNCIL

Your school recently introduced a new digital learning system. The school council has asked you to write a report evaluating it. Use the notes below and your own ideas.

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, with headed sections
- outline the main advantages and disadvantages
- conclude and make clear, justified recommendations.

Keep an objective, formal register throughout and use section headings.