MATURA WRITING TASKS

REPORT

Level C1

Your goal at C1: Write a precise, cohesive report with an authoritative, impersonal register. Synthesise evidence, analyse implications, and justify strategic recommendations.

C1 · PHASE 1 – PRECISION & COLLOCATION

Replace each phrase with a precise, high-level collocation, then use it in a sentence.

1 find out what people think → _____
2 look closely at the results → _____
3 a good point → _____
4 a bad point → _____
5 suggest a solution → _____
6 do something about it → _____

TASK: Add five advanced collocations of your own relevant to reports.

C1 · PHASE 2 – FROM OPINION TO ANALYSIS

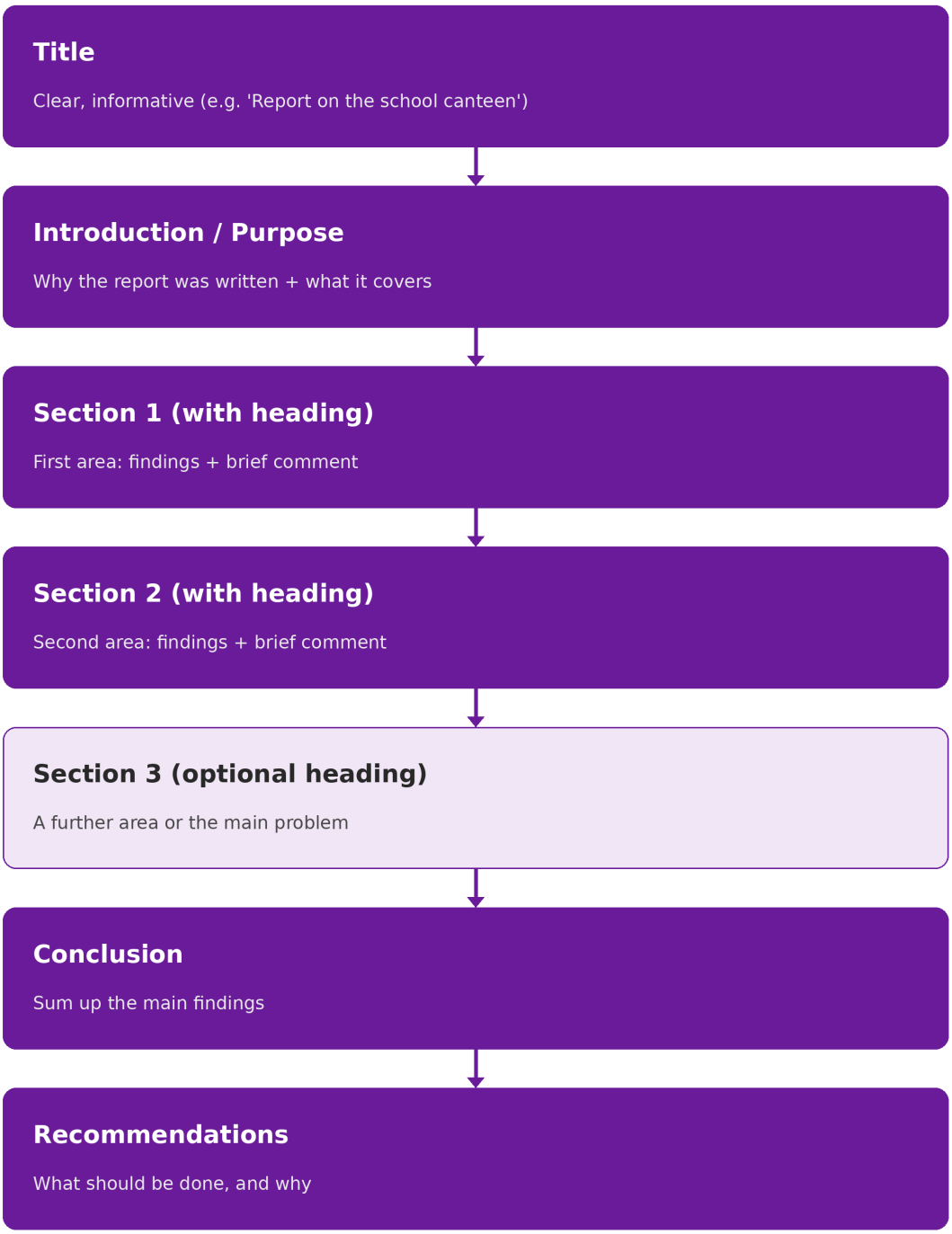
A C1 report analyses rather than merely states. Rewrite each flat statement as an analytical observation.

1 The new system is good.
2 Some students had problems with it.
3 People used it in different ways.
4 It saved time.

C1 · 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



C1 · PHASE 3 – SYNTHESISING EVIDENCE

Sophisticated reports weave evidence into analysis. Turn each area into a developed section using the chain below:

Element	What to include
Finding	what the evidence shows, precisely
Evidence	data, examples or feedback
Analysis	what it actually means
Implication	the consequence for the organisation
Link	how it leads to a recommendation

Write two developed sections, each running through the full chain, on a topic of your choice.

C1 · PHASE 4 – ADVANCED STRUCTURES

Write one polished sentence of each, integrated naturally (not mechanical).

- a passive of reporting (It was consistently reported that…)
- a nominalisation (The introduction of the system led to…)
- a concessive clause (While uptake was strong, …)
- a cleft for emphasis (What emerged most clearly was…)
- a conditional recommendation (Were the school to…, it would…)
- an impersonal evaluative structure (It is evident / apparent that…)

C1 · PHASE 5 – MEASURED, AUTHORITATIVE TONE

A C1 report is confident but measured — never gushing or dismissive. Rewrite each so it is objective and authoritative.

1 The system is obviously the best thing the school has ever done.
2 Frankly, the whole project was a total waste of money.
3 Everyone knows online learning is the future, no question.
4 The results were, quite simply, unbelievably amazing.

C1 · PHASE 6 – COHESION & FLOW

Combine your findings into one cohesive 100-word passage. It must:

- move logically from finding to analysis to implication
- use varied cohesive devices (referencing, substitution, linkers)
- sustain a consistent, impersonal register
- read as a reasoned account, not a list of separate points

C1 · PHASE 7 – EXECUTIVE INTRO & STRATEGIC RECOMMENDATIONS

Introduction: state the report's purpose, scope and method concisely and authoritatively.

Recommendations: propose prioritised, justified actions, distinguishing short-term from longer-term measures.

C1 · FINAL WRITING TASK

REPORT FOR SENIOR MANAGEMENT

Your college's senior management is reviewing the impact of 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. Use the notes below and your own analysis.

Notes: attendance – up · engagement – mixed · weaker students – fall behind · staff workload – increased · student 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
- weigh the benefits against the drawbacks
- conclude and make prioritised, justified recommendations.

Your report should read as precise, cohesive and authoritative, in a consistently impersonal register.