

B2 Report (Teacher's)

Step One: Briefly explain what a report is, what style it is written in, etc.

FCE Handbook: "A REPORT is usually written for a superior (e.g. a teacher) or a peer group (e.g. members of an English club). Candidates are expected to give some factual information and make suggestions or recommendations. A report should be clearly organised and may include headings."

Step Two: Emphasise that the examiners expect the students to use set expressions. Ask the students to complete the table with the useful expressions listed.

Put these useful expressions under the correct heading

Introduction	Description & findings	Suggestions	Conclusion
<p>f. This report is intended to This report looks at l. The purpose of this report is to o. The aim of this report is to</p>	<p>c. According to g. There would seem to be i. It is felt that j. Students/people have expressed that m. (Unfortunately,) many students/people complain about p. The only problem is that q. The majority of students/people said that s. It would appear that</p>	<p>suggest that a. I strongly recommend d. Another option would be to h. I would therefore k. <i>My first recommendation would be to</i> n. I suggest that r. I would recommend that</p>	<p>b. <i>The best solution / ideas would seem to be</i> e. In conclusion, I would (strongly) recommend t. To sum up, it would be (highly) advisable to</p>
<p>a. I strongly recommend b. <i>The best solution / ideas would seem to be</i> c. According to d. Another option would be to e. In conclusion, I would (strongly) recommend f. This report is intended to g. There would seem to be h. I would (therefore) suggest that i. It is felt that j. Students/people have expressed that k. <i>My first recommendation would be to</i> l. The purpose of this report is to m. (Unfortunately,) many students/people complain about n. I suggest that o. The aim of this report is to p. The only problem is that q. The majority of students/people said that r. I would recommend that s. It would appear that t. To sum up, it would be (highly) advisable to</p>			

Step Three: Now ask the students to complete the report with the useful expressions given below.

Complete this report with the useful expressions below

Public Transport in Vitoria

Introduction

1. i the means of transport in Vitoria and 2. d

Bus and Tram Service

Travelling around Vitoria is relatively easy as there are many, well-connected bus routes. However, 3. h the buses are never on time and they are always overcrowded. The tram, on the other hand, is a fast and reliable way to travel, and it is usually punctual. 4. f the price of the tickets saying that they are too expensive.

Suggested Improvements

5. e bus lanes be introduced, allowing buses to circulate without any problems and reducing delays. 6. b to buy new buses, so that more buses and therefore, seats are available. Regarding the trams, 7. g reducing the fares and offering discounts to students, the unemployed and OAPS.

Conclusion

8. c is to invest more money in the bus service to make it more efficient and comfortable and 9. a lower the price of the tram tickets so that using it would be cheaper.

- a. I would also b. another option would be c. to sum up, my recommendation
d. to put forward suggestions on how to improve it e. I would recommend that
f. unfortunately, many passengers have protested about g. I suggest
h. the majority of people complain that i. the aim of this report is to look at*

Step Four: Ask the students to read the question, the advice on how to write a report and the sample report. Present the powerpoint – encouraging the students to find and highlight the content points, useful expressions, etc. on their worksheets. Note: each slide gives the students a chance to say the set expressions, linkers themselves before revealing the answers. Don't forget to remind them of the structures that follow suggest & recommend.

Task

You have had a class discussion about traffic problems in your country, and your teacher has asked you to write a report on transport where you live.

Describe the forms of public transport available in your area, and suggest how they could be improved.

Write a report, using 140-190 words

Remember

Plan	Write	Review
Underline the key words. Brainstorm & select ideas. Think of headings & useful expressions.	Pay close attention to your plan. Calculate how many words you have roughly written.	Check your writing for any grammar, spelling or punctuation mistakes. Make sure you haven't repeated the same words or phrases several times in your answer.

Sample Report

Public Transport in Vitoria

Introduction

The aim of this report is to look at the means of transport in Vitoria and to put forward suggestions on how to improve it.

Bus and Tram Service

Travelling around Vitoria is relatively easy as there are many well-connected bus routes. However, the majority of people complain that the buses are never on time⁽¹⁾ and they are always overcrowded⁽²⁾. The tram, on the other hand, is a fast and reliable way to travel, and it is usually punctual. Unfortunately, many passengers have protested about the price of the tickets saying that they are too expensive⁽³⁾.

Suggested Improvements

I would recommend that bus lanes be introduced, allowing buses to circulate without any problems and reducing delays⁽¹⁾. Another option would be to buy new buses, so that more buses and therefore, seats are available⁽²⁾. Regarding the trams, I suggest reducing the fares and offering discounts⁽³⁾ to students, the unemployed and OAPS.

Conclusion

To sum up, my recommendation is to invest more money in the bus service to make it more efficient⁽¹⁾ and comfortable⁽²⁾ and I would also lower the price of the tram tickets so that using it would be cheaper⁽³⁾.

Set expressions

Topic Vocabulary

Content: Descriptions & findings & Suggestions

“Tie-ins”: (1) never on time - reducing delays - more efficient, (2) over-crowded - more seats - comfortable, (3) too expensive - reducing fares and offering discounts - cheaper

Step Five: Ask the students to write a report for homework.

FCE Handbook Sample Paper 2

<http://www.cambridgeenglish.org/teaching-english/resources-for-teachers/>

A group of British teachers is going to visit your college for two days. The aim of their trip is to learn about how technology is used in education in your country.

You have been asked to write a report for the group leader. Your report should:

- include information about how technology is used to teach different subjects
- recommend which lessons the teachers should watch to see technology being used.

Write your **report**.