Look at the exam question and report and do the exercises to improve your writing skills.

**Preparation**

Fill the gaps with the correct word from the box.

<table>
<thead>
<tr>
<th>subheading</th>
<th>information</th>
<th>recommend</th>
<th>aim</th>
</tr>
</thead>
</table>

1. You might be asked to write a report when a person in authority needs ________________.
2. In the first line of the introduction, you should say what the ________________ of the report is.
3. A report should be divided into paragraphs, each with a clear ________________ on the left.
4. At the end of the report, you will probably be asked to ________________ what should be done.

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**Exam question**

The American rapper and musician Macklemore is going on tour in your country. He has agreed to pay a one-hour visit to your school.

The headmistress of your school has asked you to carry out a survey amongst students and then write a report. She wants suggestions on:

- an activity to do with Macklemore which involves as many students as possible
- a present to give Macklemore to say thank you for coming to visit your school.

Write your report in about 180 words.

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**Top Tips for writing**

1. Write a title that shows what the report is about.
2. Divide your report into clear paragraphs with subheadings.
3. State the report’s aim or aims in the introduction.
4. Use more formal language, such as full forms rather than contractions.
5. You will probably need to make polite recommendations in the conclusion.

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**Macklemore’s visit to our school**

**Introduction**

The aims of this report are to make suggestions for a suitable activity to do with the musician Macklemore when he visits our school and to recommend a present to give him. It is based on a survey of 70 students.

**Activity with Macklemore**

The majority of people surveyed thought that the best way for our students to have contact with the rap star was to organise an interview with Macklemore in the school hall. Macklemore could be on the stage and students could ask him questions using a microphone.

**A suitable present**

Most students thought that each class in the school could prepare one page containing a message, a drawing or a poem. The pages could then be put together to make a book to thank Macklemore for his visit.

**Recommendations**

I would recommend that we organise an interview with Macklemore in the main hall. All students would like to attend and representatives from each class could ask Macklemore a question. Perhaps we could also consider asking students to design a page for a book that we could give Macklemore as a thank-you present.
Writing skills practice: A report – exercises

1. Check your understanding: true or false
Circle True or False for these sentences.

1. The aim of the report is to recommend an activity and present for Macklemore’s visit. True False
2. The recommendations are based on the author’s opinion. True False
3. Most students agreed that the best activity was an interview. True False
4. A small minority of students liked the idea of making a book as a present. True False
5. The report makes polite suggestions based on the research done. True False

2. Check your writing: matching – useful language
Match the words and phrases with their purpose in the box.

<table>
<thead>
<tr>
<th>Summarise what you found out</th>
<th>Say why you are writing the report</th>
<th>Conclude by giving your recommendations</th>
<th>Say how you got your information</th>
</tr>
</thead>
<tbody>
<tr>
<td>The aim of this report is to ...</td>
<td>It is based on a survey of ...</td>
<td>The majority/minority of ...</td>
<td>I would recommend that we ... / Perhaps we should consider ...</td>
</tr>
</tbody>
</table>

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© The British Council. 2012 The United Kingdom’s international organisation for educational opportunities and cultural relations. We are registered in England as a charity.
3. Check your writing: gap fill – making recommendations

Complete the second sentence to make recommendations in a more formal way.

1. We should organise an interview.
   Perhaps we could consider ________________________________.

2. We should make a book.
   I would recommend ________________________________.

3. We should prepare questions for the interview.
   It would be advisable ________________________________.

4. We should invite all students.
   I would recommend ________________________________.

5. We should use a microphone for the interview.
   Perhaps we could consider ________________________________.

6. We should choose representatives from each class.
   It would be advisable ________________________________.

7. We should print the book professionally.
   Perhaps we could consider ________________________________.

8. We should give students adequate time to prepare their contributions.
   I would recommend ________________________________.

Discussion
Who would you like to come and visit your school?