

1.7 Writing

A report

I can write a report that summarises information from a meeting.

- 1 Read Mandy's post on the school website. Then, in pairs, discuss the questions.

- 1 What is the next school meeting about?
- 2 What does Mandy want students in her year to do?
- 3 What does a student representative do?

- 2 Now read Mandy's report and choose the best answer.

When writing a report of a meeting, the writer needs to

- A write down exactly what people said.
B summarise the main points to inform the readers.

- 3 Read the report again and answer the questions.

- 1 What are the three types of event that Mandy writes about?
- 2 Which two of these events also happened last year?
- 3 What was Mandy's impression of the meeting?
- 4 What action do students need to take?

- 4 A report is usually divided into sections with headings. Match these headings with the paragraphs in Mandy's report.

- | | |
|------------------------|--------------------------|
| 1 Summer charity event | ☐ |
| 2 Conclusion | ☐ |
| 3 End-of-year parties | ☐ |
| 4 Introduction | ☐ |
| 5 Summer barbecue | ☐ |

- 5 Complete the WRITING FOCUS with the examples in purple in Mandy's report.

Stoneberry Secondary School



[About](#) [Students](#) [School's programmes](#) [Parents](#) [News](#) [Diary](#) [Contact](#)

Latest news

Student representatives meeting



Posted on 9 January at 9:03 AM

Hi everyone,

As you know, I'm your Student Representative for this year and I'm going to a big meeting on Thursday, where we'll be discussing school social events for the summer term. One of these will be an important charity event to raise money for the local children's hospital.

If you've got anything you'd like me to say at the meeting, please email me and I'll try to mention it on Thursday.

I'll upload my report of the meeting next week.

Remember: my job is to represent you, so let me know what ideas you've got!

Mandy

School meeting about summer social and charity events

Report by Mandy Collins, Year 10 Student Representative

- A The aim of this report is to inform Year 10 students of the summer social events that were discussed at the recent school meeting and to recommend action that needs to be taken.
- B The school will fund end-of-year parties for each year group. These will be organised by students in those classes. The parties should be held at school in the week before the end of term and could take place at lunchtime, after school or in the evening.
- C We have decided to hold another summer barbecue near the river. Any ideas for a theme for the barbecue from students would be welcome.
- D There will be another charity event in June to raise money for Belford Hospital. It is hoped that this year the school can raise even more money than last year. Each year group is asked to put forward an idea that they can organise for the day.
- E The meeting was very informative and several of Year 10 students' ideas were considered. Students should now think about what we can do for the charity event. Any suggestions should be posted on the website.