

- 4 Read the **WRITING FOCUS**. In your notebook, make a list of phrases in purple in the report for the points below.

WRITING FOCUS

A report

Introduction

- Summarise the aim of the report in your own words.
This report sets out to/presents ...

First heading

- Give any information needed to set the context.
I was assigned ...
During this project, I took part in ...

Second heading

- Introduce the first information you wish to present. (Add supporting details if necessary.)
All of those interviewed ...
Only some of those taking part ...

Third heading

- State and support your second point. (You might present some negative aspects here.)
As few people were able to ...
However, according to ...

Recommendations

- Give one or two recommendations (based on the evidence you have presented).
I would suggest that ...
I would definitely advocate ... because ...

Conclusion

- Use an appropriate concluding sentence.
In the light of ..., I ...
In short, I ...

- 5 In pairs, put these notes from a report on Shanghai in a logical order. Then expand them into full sentences in your notebook. Use the **WRITING FOCUS** to help you.

- I was assigned to / canvass opinions / students who / visit / the city
 - However, according to / some / those interviewed / number of people / can make / difficult / to get around
 - This report sets out to / give information / Shanghai / as part / Cities of the World Project
 - I would suggest / prospective visitors / research / best time of year / to visit / avoid crowds
 - The majority of these / spent time / city / during / gap year travels / although / some / there / part / exchange programme
 - All those interviewed agreed / vibrant / exciting / place / to visit
 - Given the above, / this fascinating city / high on list of cities to visit / both / because / history / and / current position / centre for international trade
 - Some cited / combination / old and new / major draws
- 1 c This report sets out to give information about Shanghai as part of the Cities of the World Project.

- 6 Read the **LANGUAGE FOCUS**. Then find more examples of sentences with some of the nouns, verbs and adjectives in the report on page 68.

LANGUAGE FOCUS

Vocabulary used in reports

Nouns

- aim/purpose – *The aim/purpose of the report ...*
- division – *There was a division between ...*
- factor – *One of the factors ...*
- the former ... the latter – *The former were in favour of ..., while the latter were not.*
- overview – *An overview of ...*

Verbs

- address – *One issue that should be addressed ...*
- assign – *I was assigned to ...*
- cite ... as – *One person cited the cost as an issue ...*
- conduct – *The survey was conducted ...*
- deter – *This deters people from ...*
- identify – *Two problems were identified ...*
- outline – *The report will outline ...*

Adjectives

- clear/obvious – *It was clear/obvious that ...*
- current – *The current situation ...*
- major – *A major issue was ...*
- positive – *A positive step would be ...*
- principal – *The principal purpose of ...*

- 7 In your notebook, rewrite the sentences replacing the underlined words with words from the **LANGUAGE FOCUS** and making any other changes if necessary.

- The main aim of this report is to describe the event.
- It will also give a summary of people's reactions to it.
- We held the interviews in the school hall.
- Unfortunately, the heavy traffic stopped some people from attending.
- This was an important issue for many people.
- However, only two people said the venue itself was a problem.
- The first issue was therefore considered the main problem while the second was not relevant.
- As a result, we recognised poor scheduling as the biggest issue for most people.

SHOW WHAT YOU'VE LEARNT

- 8 In your notebook, complete the writing task. Use the **WRITING FOCUS** and **LANGUAGE FOCUS** to help you.

You have seen this advertisement on a student website: *We're collecting information about student-friendly cities around the world for our student travel website. Send us a report on your city or any other city that you know.* Your class has decided to send in a report. Your **report** should include an overview of the city and your connection to it and alert students to anything they need to consider before visiting. You should suggest what makes this an interesting place for students to visit and give recommendations for their time there.

Write a composition following the conventions of the genre indicated in the topic. Use between 300 and 350 words.