



Arts, Music and Entertainment

Report: reviewing a school arts evening

1. Lead-in discussion

Talk with a partner before you write.

1. What makes a school arts event enjoyable for students and visitors?
2. How can performances or displays help students build confidence?
3. What small problems can happen at a busy evening event?

Exercise 6 at a glance

Write a formal or semi-formal report.

Use a clear title and subheadings.

Cover the task fully.

Develop ideas with details and examples.

Make practical recommendations.

2. Exam-style task

Last week, you attended a school arts evening. Write a report for the headteacher about the event.

In your report, you should describe what students and visitors enjoyed, explain how the event helped students, and suggest how the next arts evening could be improved.

Here are some comments from students to help you:

'We loved the photography display!'

'Students gained a lot of confidence.'

'I couldn't hear some performances from the back.'

Write about 120 to 160 words.

3. Model report

Report on the School Arts Evening

Introduction

This report summarises feedback on the school arts evening held last Thursday. It describes what students and visitors enjoyed, explains how the event supported students and makes recommendations for future events.

What students and visitors enjoyed

The drama extracts and music performances were the most popular parts of the evening. Visitors particularly enjoyed the photography display, which showed work from different year groups. The relaxed atmosphere also encouraged parents to look around and speak to students about their projects.

Benefits for students

Several students reported that taking part helped them develop confidence, especially those who performed in front of a large audience for the first time. The event also gave art and music students a clear purpose for their work, as it was presented to a real audience rather than only marked in class.

Recommendations

However, some performances were difficult to hear near the back of the hall. It is recommended that microphones be checked earlier and that a clearer printed programme be provided so visitors can plan which performances to attend.

4. Explore the model: structure, content and register

Work with the model report. Underline, label or make short notes.

Focus	What to find	Done?
Report structure	Find the title, introduction, main sections and recommendations.	
Content point 1	Where does the writer show what students and visitors enjoyed?	
Content point 2	Where does the writer develop a point about student confidence or purpose?	
Content point 3	Where does the writer identify a practical problem affecting the audience?	
Audience and register	Where does the writer make a recommendation linked to that problem?	
Development	Find one extra detail, example or effect that improves the answer.	

5. Language from the task prompts

The task prompts can guide your grammar and content choices. Notice which language each prompt naturally needs.

Prompt	Useful grammar	Why it fits	Example from the model
what people enjoyed	evaluative language + relative clauses	You are describing successful parts of the event and adding detail.	the most popular parts... / which showed...
how students benefited	reported speech + purpose language	You need to explain effects on students clearly.	students reported that... / gave students a clear purpose...
future improvements	passive recommendations + so that	You are making formal suggestions and explaining the reason.	It is recommended that... / so visitors can...

6. Make it formal and organised

Notice how report phrases organise the response. Underline one useful report move for each purpose.

Job	Useful report phrases
state the purpose	This report summarises... / describes... / makes recommendations...
present what people enjoyed	Visitors particularly enjoyed... / The most popular parts were...
explain benefits	Several students reported that... / The event also gave...
link recommendation to audience	It is recommended that... / so visitors can...

7. Vocabulary and useful report phrases

Use chunks that sound natural for this task. You can also upgrade your writing with precise words and phrases.

Purpose	Useful chunks / language	Add your own
describe the event	school arts evening / drama extracts music performances / photography display	
describe what people enjoyed	the most popular parts / particularly enjoyed relaxed atmosphere / speak to students	
describe benefits	develop confidence / real audience clear purpose / taking part	
make recommendations	It is recommended that... / microphones be checked a clearer programme be provided	
use precise report wording	visitors / performances / presented future events / practical arrangements	

8. Plan your own report

Use the same task, or change the details to another school concert, exhibition or performance evening.

Prompt	My idea	Useful language
opening		
what people enjoyed		
how students benefited		
recommendations		

9. Write your own report

Write a formal or semi-formal report for the task. Cover all the prompts, develop your ideas and organise the response clearly.

Report title _____

[illegible]

10. Self-check and peer-check

Success criteria	What to check	Self	Peer
Content	All task points are covered and developed with relevant details or examples.		
Report structure	The answer has a clear title, introduction, organised sections and recommendations.		
Audience and register	It sounds formal or semi-formal and suitable for the audience in the task.		
Prompt-led grammar	Grammar fits the task, such as evaluative language, reported speech, relative clauses and passive recommendations.		
Cohesion	Ideas connect naturally with linkers such as firstly, secondly, as a result and a further issue.		
Vocabulary	Useful chunks, topic words and precise phrases improve the report.		
Accuracy	Spelling, punctuation and sentence control are clear enough for the reader.		
WWW:			
EBI:			