



Culture and Traditions

Report: reviewing an international culture day

1. Lead-in discussion

Talk with a partner before you write.

1. What can students learn from a culture day at school?
2. Which activities would make the event interesting and respectful?
3. What could make a busy school event difficult to organise?

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

Your school principal has asked for a report about the international culture day held at your school. Write a report for the principal about the event.

In your report, you should describe the most successful activities, explain what students learnt from the event, and suggest improvements for next time.

Here are some comments from students to help you:

'The food and music stalls were popular.'

'I learnt greetings in another language.'

'The timetable was hard to follow.'

Write about 120 to 160 words.

3. Model report

Report on International Culture Day

Introduction

This report outlines student feedback on International Culture Day. It describes the most successful activities, explains what students learnt and suggests how the event could be improved next year.

Successful activities

The food and music stalls attracted the largest number of students. The language corner was also well received because students could learn simple greetings from classmates who spoke different languages at home. Traditional games in the playground created a friendly atmosphere and encouraged students from different year groups to mix.

What students learnt

Many students said the event helped them understand that culture includes everyday habits, family traditions and ways of communicating, not only clothes or food. Some students also commented that hearing classmates explain their own customs made the day feel more personal and respectful.

Recommendations

Although the event was successful, the timetable was not clear enough. It is recommended that each activity be given a fixed time slot and that student guides be used to direct visitors between rooms.

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 which activities attracted student interest?	
Content point 2	Where does the writer explain why one activity helped students take part?	
Content point 3	Where does the writer develop a point about deeper cultural understanding?	
Audience and register	Where does the writer make a practical suggestion about organisation?	
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
successful activities	passive voice + because clauses	You are reporting which activities worked and why.	was also well received because...
what students learnt	reported speech + noun clauses	You need to summarise students' views and ideas.	students said... / students also commented that...
improvements	passive recommendations + fixed noun phrases	You are making clear formal suggestions.	It is recommended that... / be given a fixed time slot...

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 outlines... / describes... / suggests how...
describe successful activities	attracted the largest number of... / was also well received because...
summarise learning	Many students said... / Some students also commented that...
make organisational recommendations	It is recommended that... / be used to direct...

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	International Culture Day / food and music stalls language corner / traditional games	
describe success	attracted the largest number / well received friendly atmosphere / encouraged students to mix	
describe learning	everyday habits / family traditions ways of communicating / respectful	
make recommendations	fixed time slot / student guides direct visitors / between rooms	
use precise report wording	student feedback / activities / customs organisation / improved next year	

8. Plan your own report

Use the same task, or change the details to another cultural event, language day or community celebration.

Prompt	My idea	Useful language
opening		
successful activities		
what students learnt		
recommendations		

