



Digital Life and Technology

Report: reviewing a student podcast project

1. Lead-in discussion

Talk with a partner before you write.

1. How can recording a podcast help students learn?
2. What technical problems might students face during a digital project?
3. What tone should a report for a digital learning coordinator use? Why?

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 digital learning coordinator has asked for a report about the student podcast project at your school. Write a report for the digital learning coordinator about the student podcast project.

In your report, you should explain how students benefited from the project, describe any difficulties they experienced, and suggest how the project could be improved next term.

Here are some comments from students to help you:

'Recording a real podcast felt purposeful.'

'It helped me speak English more confidently.'

'There weren't enough microphones.'

Write about 120 to 160 words.

3. Model report

Report on the Student Podcast Project

Introduction

This report summarises student opinions on the podcast project completed by Year 10 this term. It outlines how the project supported learning, describes the main difficulties students experienced and suggests improvements for next term.

Learning benefits

Students reported that the project helped them develop confidence when speaking in English. Many participants also valued the chance to plan, record and edit a real product, which made the task feel more purposeful than a normal presentation. In addition, the project encouraged teamwork because each group had to divide roles clearly.

Technical difficulties

The main difficulty was the limited number of microphones available. As a result, some groups had to wait to record, which reduced editing time. Technical problems were also noted when files were saved in the wrong format or uploaded too late.

Suggestions

It would be advisable to create a simple recording schedule before the project begins. It is also recommended that students receive a short training session on saving and sharing audio files correctly.

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 present the main learning benefits of the project?	
Content point 2	Where does the writer develop a benefit with an extra detail or reason?	
Content point 3	Where does the writer describe difficulties that affected the project?	
Audience and register	Where does the writer make a suggestion linked to an earlier 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
how students benefited	past simple + relative clauses	You are reporting benefits and adding detail about the digital product.	students valued... / which made the task feel...
difficulties experienced	passive voice + cause/effect language	You need to explain technical problems and their impact.	Technical problems were noted... / As a result...
how to improve	recommendation phrases + passive voice	You are making formal suggestions for a future project.	It would be advisable to... / students receive...

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... / It outlines... / suggests improvements...
present findings	Students reported that... / Many participants also valued...
shift to difficulties	The main difficulty was... / Technical problems were also noted...
link recommendation to issue	To avoid this problem, it would be advisable to... / It is also recommended that...

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 project	student podcast project / plan, record and edit real product / normal presentation recording schedule / audio files	
describe findings	students reported that... / many participants valued... helped them develop confidence / encouraged teamwork	
describe difficulties	limited number of microphones / reduced editing time saved in the wrong format / uploaded too late	
make recommendations	It would be advisable to... It is also recommended that... receive a short training session	
use precise report wording	technical problems were noted participants / purposeful / correctly	

8. Plan your own report

Use the same task, or change the details to another student podcast project or similar school activity.

Prompt	My idea	Useful language
opening		
how students benefited from the project		
any difficulties they experienced		
suggestions / recommendations		

