



Food and Eating Habits

Report: reviewing a school farmers' market

1. Lead-in discussion

Talk with a partner before you write.

1. What makes a food event successful at school?
2. What problems can happen at a busy food event?
3. What tone should a report for a school principal 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 school principal has asked for a report about the school farmers' market held last week. Write a report for the school principal about the farmers' market.

In your report, you should describe the highlights of the market, mention any concerns students had, and suggest how next year's market could be improved.

Here are some comments from students to help you:

'The fruit smoothies were a highlight.'

'Prices were reasonable for students.'

'The queues blocked the main walkway.'

Write about 120 to 160 words.

3. Model report

Report on the School Farmers' Market

Introduction

This report summarises student views on the school farmers' market held last week. It describes the main highlights, mentions concerns raised by students and makes recommendations for next year's event.

Highlights of the market

Feedback suggests that the range of local food was the strongest feature of the market. Students particularly enjoyed the fruit smoothies, homemade bread and vegetable snacks, which were seen as healthier than usual break-time options. Prices were also considered reasonable, so many students were able to try more than one item.

Concerns raised

However, concerns were raised about crowding near the entrance to the playground. The queues blocked the main walkway, which made movement between stalls difficult. Some students also felt that there were too many sweet products and not enough savoury choices.

Recommendations

It is recommended that stalls be arranged around the edge of the playground to reduce crowding. It would also be advisable to invite more sellers offering healthy savoury food.

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 highlights of the event?	
Content point 2	Where does the writer develop a positive point with detail or examples?	
Content point 3	Where does the writer report concerns raised by students?	
Audience and register	Where does the writer make recommendations linked to the concerns?	
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
highlights of the market	evaluative language + relative clauses	You are describing positive features and explaining why they worked.	the strongest feature... / which were seen as...
student concerns	passive feedback phrases + quantifiers	You need to report concerns without sounding too personal.	concerns were raised... / too many... / not enough...
next year's market	passive recommendations + infinitives of purpose	You are suggesting changes and explaining the purpose.	be arranged... to reduce... / to invite...

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 findings	Feedback suggests that... / The strongest feature was...
shift to concerns	However, concerns were raised about... / Some students also felt...
link recommendation to issue	To reduce crowding, it is recommended that... / It would also be advisable to...

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 farmers' market / local food fruit smoothies / homemade bread healthy savoury food	
describe findings	Feedback suggests that... the strongest feature / particularly enjoyed	
describe concerns	concerns were raised about crowding blocked the main walkway / not enough savoury choices	
make recommendations	It is recommended that... It would also be advisable to... stalls be arranged around the edge	
use precise report wording	reasonable prices / movement between stalls healthier options / reduce crowding	

8. Plan your own report

Use the same task, or change the details to another farmers' market or similar school activity.

Prompt	My idea	Useful language
opening		
the highlights of the market		
any concerns students had		
suggestions / 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 _____

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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 passive reporting, quantifiers, 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:			