



Future Plans and Ambitions

Report: reviewing a school careers fair

1. Lead-in discussion

Talk with a partner before you write.

1. What information do students need when thinking about future careers?
2. Which careers fair activities would be most useful?
3. What questions might students still have after the 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

Your year head has asked for a report about a careers fair held at school. Write a report for the year head about the careers fair.

In your report, you should describe which parts students found useful, mention questions or concerns students still had, and suggest how the next careers fair could be improved.

Here are some comments from students to help you:

'The former students gave realistic advice.' *'Interview practice was really helpful.'* *'I still wasn't sure how to compare pathways.'*

Write about 120 to 160 words.

3. Model report

Report on the School Careers Fair

Introduction

This report reviews the careers fair held for Year 10 and Year 11 students. It describes which parts students found useful, mentions questions that remained afterwards and suggests improvements for the next fair.

Useful parts of the fair

The talks by former students were considered the most useful part of the event because they gave realistic information about college courses, apprenticeships and part-time work. Many students also valued the interview practice session, which allowed them to try out answers in a supportive setting.

Remaining questions

Despite the positive response, some students were still unsure about how to compare different pathways. A number of students also wanted more information about creative careers and jobs linked to technology, as these areas were not covered in much detail.

Recommendations

It is recommended that the next fair include a short guidance booklet comparing key options. More speakers from creative and digital industries should also be invited so that students can explore a wider range of ambitions.

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 activity gave students practical guidance?	
Content point 2	Where does the writer develop a point about future pathways or choices?	
Content point 3	Where does the writer balance useful advice with remaining questions?	
Audience and register	Where does the writer suggest a change that would widen students' options?	
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
useful parts	passive evaluation + because clauses	You are reporting students' views of different activities.	were considered the most useful... because...
remaining questions	contrast linkers + quantifiers	You need to balance useful information with continuing concerns.	Despite... / A number of students...
next fair	passive recommendations + so that	You are making formal suggestions and explaining the benefit.	It is recommended that... / so that students 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 reviews... / describes... / suggests improvements...
evaluate activities	were considered the most useful... / also valued...
show remaining gaps	Despite the useful advice... / were still unsure about...
link recommendation to future choices	It is recommended that... / should also be invited so 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 event	careers fair / former students college courses / apprenticeships / part-time work	
describe usefulness	realistic information / interview practice supportive setting / try out answers	
describe concerns	compare different pathways / creative careers jobs linked to technology / not covered in detail	
make recommendations	guidance booklet / key options creative and digital industries / wider range	
use precise report wording	pathways / ambitions / supportive setting useful advice / improvements	

8. Plan your own report

Use the same task, or change the details to another careers event, university talk or future plans workshop.

Prompt	My idea	Useful language
opening		
useful parts		
remaining questions		
recommendations		

