



Global Issues

Report: reviewing a school charity week

1. Lead-in discussion

Talk with a partner before you write.

1. How can a school charity event raise awareness, not just money?
2. Which activities might help students understand a global issue?
3. What problems can happen when several charity events run in one week?

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 charity week at your school. Write a report for the principal about charity week.

In your report, you should describe the most successful activities, explain what students learnt about global issues, and suggest how charity week could be improved next year.

Here are some comments from students to help you:

'The clean water exhibition was meaningful.' *'I learnt that charities need long-term support.'* *'There were too many unrelated causes.'*

Write about 120 to 160 words.

3. Model report

Report on Charity Week

Introduction

This report summarises student feedback on charity week. It describes the most successful activities, explains what students learnt about global issues and makes recommendations for next year.

Successful activities

The sponsored walk and lunchtime food sale raised the most money. However, the exhibition about clean water was seen as the most meaningful activity because it showed how limited access to safe water affects school attendance, health and family life in some communities.

What students learnt

Students said that the week helped them understand the difference between short-term fundraising and long-term support. Several students also realised that small donations can be useful, but charities also need reliable planning, local knowledge and volunteers.

Recommendations

It is recommended that future charity weeks focus on one clear global issue rather than several unrelated causes. A short talk from a charity worker should also be arranged so that students can hear how donations are used in practice.

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 compare money raised with wider awareness?	
Content point 2	Where does the writer explain what made one activity meaningful?	
Content point 3	Where does the writer develop a point about different types of support?	
Audience and register	Where does the writer suggest a clearer focus for the next event?	
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	contrast language + passive evaluation	You are comparing activities and explaining their value.	However... / was seen as the most meaningful...
student learning	reported speech + contrast nouns	You need to summarise learning about different types of support.	Students said that... / the difference between...
future charity week	passive recommendations + rather than	You are suggesting a clearer focus for the event.	It is recommended that... / rather than several...

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...
compare success and meaning	raised the most money / was seen as the most meaningful...
summarise learning	Students said that... / Several students also realised...
focus recommendations	It is recommended that... / should also be arranged 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	charity week / sponsored walk lunchtime food sale / exhibition	
describe global issues	clean water / safe water school attendance / health / family life	
describe learning	short-term fundraising / long-term support local knowledge / volunteers	
make recommendations	one clear global issue / charity worker donations are used in practice	
use precise report wording	student feedback / meaningful activity communities / reliable planning	

8. Plan your own report

Use the same task, or change the details to another charity event, awareness campaign or international support project.

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

