



Health and Wellbeing

Report: reviewing Mental Health Awareness Week

1. Lead-in discussion

Talk with a partner before you write.

1. What activities can help students understand mental health?
2. Why might some students avoid wellbeing activities?
3. What tone should a report for a Head of Year 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 Head of Year has asked for a report about Mental Health Awareness Week at your school. Write a report for the Head of Year about the awareness week.

In your report, you should explain how students responded to the week, describe which activities were most useful, and suggest how the week could be improved next year.

Here are some comments from students to help you:

'The assemblies made stress easier to discuss.'

'The quiet room helped.'

'Some students didn't know what sessions involved.'

Write about 120 to 160 words.

3. Model report

Report on Mental Health Awareness Week

Introduction

This report summarises student views to Mental Health Awareness Week. It explains how students responded to the programme, describes the activities they found most useful and suggests improvements for next year.

Student response

Overall, the week was viewed positively. A number of students reported that the assemblies made it easier to discuss stress and anxiety in a sensible way. However, some younger students were unsure about joining lunchtime sessions because they did not know what to expect.

Most useful activities

The most useful activities were the short talks by older students and the quiet lunchtime room. The talks were effective because they gave practical advice in student-friendly language. The quiet room was also appreciated by learners who needed a calm space during a busy school day.

Suggestions

It would be advisable to advertise the lunchtime sessions more clearly before the week begins. It is also recommended that a wider range of activities be offered, including art, sport and guided relaxation.

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 summarise students? general response?	
Content point 2	Where does the writer identify the most useful activities?	
Content point 3	Where does the writer explain why an activity helped students?	
Audience and register	Where does the writer suggest improvements for next year?	
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
student views	passive voice + cautious language	You are reporting views without sounding too personal.	was viewed positively / some students were unsure...
useful activities	because clauses + relative clauses	You need to explain why the activities helped.	because they gave... / who needed...
how to improve	formal recommendations + -ing clauses	You are making suggestions and adding examples.	be offered, including...

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... / explains... / suggests improvements...
summarise student views	Overall, the week was viewed positively. / A number of students reported that...
identify useful evidence	The most useful activities were... / were effective because...
link recommendation to access	To increase participation, 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 event	Mental Health Awareness Week assemblies / lunchtime sessions quiet room / guided relaxation	
describe findings	was viewed positively students reported that... / appreciated by learners	
describe concerns	unsure about joining / did not know what to expect stress and anxiety / sensible way	
make recommendations	It would be advisable to... It is also recommended that... a wider range of activities be offered	
use precise report wording	student viewss / practical advice student-friendly language / calm space	

8. Plan your own report

Use the same task, or change the details to another awareness week or similar school activity.

Prompt	My idea	Useful language
opening		
how students responded to the week		
which activities were most useful		
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 _____

This image shows a full page of blank handwriting practice paper. It features ten sets of horizontal blue lines spaced evenly down the page. Each set consists of two parallel lines, creating a series of uniform rows for writing practice. The background is plain white, and there are no margins or additional markings.

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 voice, cautious language, because clauses and formal 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:			