



Home and Local Area

Report: reviewing a community garden project

1. Lead-in discussion

Talk with a partner before you write.

1. What makes a local area pleasant for young people and families?
2. How could a community garden help people in a neighbourhood?
3. What problems might happen when a shared outdoor space is used by many people?

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 local council has asked for a report about a community garden project near your school. Write a report for the local council about the project.

In your report, you should describe how local residents used the garden, mention any problems with the garden, and suggest how the project could be improved.

Here are some comments from students to help you:

'The seating area was a quiet place to meet.' *'The vegetable beds brought residents together.'* *'The bins near the entrance were often full.'*

Write about 120 to 160 words.

3. Model report

Report on the Community Garden Project

Introduction

This report reviews the community garden project opened near the school earlier this year. It describes how local residents used the garden, mentions problems that were reported and suggests improvements for the project.

How residents used the garden

The garden was used regularly by families after school and by older residents in the mornings. Many people appreciated the seating area because it provided a quiet place to talk, read or wait for children. The vegetable beds were also popular, as they encouraged residents to work together and share gardening advice.

Problems reported

Although the project was generally successful, some problems were raised. The bins near the entrance were often full, which made the area look untidy. A few residents also felt that the paths became too narrow when several groups were using the garden at the same time.

Recommendations

It is recommended that larger bins be installed and emptied more frequently. The council should also consider widening the main path so that families, older residents and wheelchair users can move around more easily.

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 that different groups used the garden?	
Content point 2	Where does the writer develop a positive point with a reason or example?	
Content point 3	Where does the writer explain a problem and its effect on the area?	
Audience and register	Where does the writer make recommendations linked to accessibility or maintenance?	
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 residents used it	passive voice + frequency language	You are describing general use of a shared place.	was used regularly... / were also popular...
problems reported	passive feedback phrases + cause/effect	You need to report concerns without sounding too personal.	problems were raised... / which made...
improvements	passive recommendations + so that	You are making formal suggestions and explaining the benefit.	It is recommended that... / so that...

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...
describe use	was used regularly by... / Many people appreciated...
raise concerns	Although... / some problems were raised... / A few residents also felt...
link recommendation to access	It is recommended that... / should also consider... 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 project	community garden project / local residents seating area / vegetable beds	
describe use	used regularly / quiet place work together / share gardening advice	
describe problems	bins near the entrance / full untidy / narrow paths	
make recommendations	larger bins / emptied more frequently widening the main path	
use precise report wording	residents / accessibility / maintenance wheelchair users / project improvements	

8. Plan your own report

Use the same task, or change the details to another neighbourhood project, park improvement or local facility.

Prompt	My idea	Useful language
opening		
how people used it		
problems reported		
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 _____

[illegible]

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, frequency language, cause/effect phrases 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:			