



Lifestyle and Daily Routines

Report: reviewing a homework-free evening trial

1. Lead-in discussion

Talk with a partner before you write.

1. How can homework affect students? daily routines?
2. What benefits and problems might a homework-free evening create?
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 homework-free evening trial at your school. Write a report for the school principal about the homework-free evening trial.

In your report, you should describe how the trial affected students' routines, explain students' views on the trial, and suggest whether the trial should continue.

Here are some comments from students to help you:

'I had more time to exercise and eat with family.' *'I slept earlier before Thursday lessons.'*

'Homework just moved to other evenings.'

Write about 120 to 160 words.

3. Model report

Report on the Homework-Free Evening Trial

Introduction

This report summarises student views on the homework-free evening trial held every Wednesday this term. It describes how the trial affected daily routines, explains students' views and suggests possible next steps.

Effects on routines

Several students indicated that the trial improved their evening routine. They had more time to exercise, eat dinner with family members and prepare school bags for the next day. Some students also reported sleeping earlier, which helped them feel more focused in Thursday morning lessons.

Student views

Student views were not completely positive. While many enjoyed the extra free time, some felt that homework simply moved to other evenings. This meant that Tuesday and Thursday sometimes became more stressful, especially for students with music lessons or sports training.

Next steps

If the trial continues, it is recommended that teachers coordinate deadlines more carefully. It would also be useful to review the policy after one more term before making it permanent.

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 explain how routines changed?	
Content point 2	Where does the writer balance positive and negative student views?	
Content point 3	Where does the writer explain a drawback or knock-on effect?	
Audience and register	Where does the writer suggest a careful next step?	
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
daily routines	past simple + result language	You are explaining how routines changed.	had more time... / which helped them...
students' views	contrast clauses	You need to balance positive and negative views.	While many enjoyed... / some felt...
whether it should continue	conditional language + recommendations	You are suggesting a careful next step.	If the trial continues... / before making it permanent

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... / suggests possible next steps...
present effects	Several students indicated that... / Some students also reported...
balance views	While many enjoyed... / some felt that...
link recommendation to next step	If the trial continues... / It would also be useful 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 trial	homework-free evening trial / every Wednesday daily routines / extra free time sleeping earlier / morning lessons	
describe findings	Several students indicated that... some students also reported...	
describe concerns	homework moved to other evenings / became more stressful	
make recommendations	If the trial continues... It is recommended that... review the policy after one more term	
use precise report wording	coordinate deadlines / policy permanent / not completely positive	

8. Plan your own report

Use the same task, or change the details to another homework-free evening trial or similar school activity.

Prompt	My idea	Useful language
opening		
how the trial affected students' routines		
students' views on the trial		
suggestions / recommendations		

