



Arts, Music and Entertainment

Report planning bank: arts, music and entertainment

Exam-style report task

Your principal wants a report on the school arts evening. Write a report about the event.

In your report, you should describe what students and visitors enjoyed, explain how the event helped students, and suggest how the next arts evening could be improved.

Here are some comments from students to help you:

'The photography display was brilliant.'

'Students gained a lot of confidence.'

'I could not hear the singers at the back.'

'The programme was difficult to follow.'

Write about 120 to 160 words.

Plan your report

Use the comments to organise your report. Add details, examples and one idea of your own.

Section	Ideas / Useful language
Introduction	(What? Who? Where? When?)
What people enjoyed	Idea: photography display was brilliant Detail / example: Extra idea: live music attracted many visitors Detail / example: Idea of your own: Detail / example:
How students benefited	Idea: students gained confidence Detail / example: Idea of your own: Detail / example:
Improvements	Issue: some performances were hard to hear Why / effect: Suggestion: Another issue: programme was difficult to follow Why / effect: Suggestion:

Write your 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]



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Exam-style report task

Your principal wants a report on a school play. Write a report about the performance.

In your report, you should describe the strongest parts, explain what students learnt from taking part, and suggest improvements for future performances.

Here are some comments from students to help you:

'The acting was natural.'

'I learnt to speak clearly on stage.'

'Scene changes took too long.'

'The lighting was too dark.'

Write about 120 to 160 words.

Plan your report

Use the comments to organise your report. Add details, examples and one idea of your own.

Section	Ideas / Useful language
Introduction	(What? Who? Where? When?)
Strongest parts	Idea: acting was natural Detail / example: Extra idea: costumes helped create the atmosphere Detail / example: Idea of your own: Detail / example:
What students learnt	Idea: students learnt to speak clearly on stage Detail / example: Idea of your own: Detail / example:
Improvements	Issue: scene changes took too long Why / effect: Suggestion: Another issue: lighting was too dark Why / effect: Suggestion:

Write your 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]



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Exam-style report task

Your principal wants a report on a music workshop held at school. Write a report about the workshop.

In your report, you should describe the most useful parts of the workshop, explain how it encouraged students, and suggest how similar workshops could be improved.

Here are some comments from students to help you:

'The drumming activity got everyone involved.'

'It made shy students join in.'

'There were not enough instruments.'

'The room was too small for the group.'

Write about 120 to 160 words.

Plan your report

Use the comments to organise your report. Add details, examples and one idea of your own.

Section	Ideas / Useful language
Introduction	(What? Who? Where? When?)
Most useful parts	Idea: drumming activity got everyone involved Detail / example: Extra idea: small-group practice helped students focus Detail / example: Idea of your own: Detail / example:
How students were encouraged	Idea: shy students joined in Detail / example: Idea of your own: Detail / example:
Improvements	Issue: not enough instruments Why / effect: Suggestion: Another issue: room was too small for the group Why / effect: Suggestion:

Write your 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]

IGCSE ESL

Resources for exam preparation

Cambridge IGCSE English as a Second Language 0510/0511



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Exam-style report task

Your principal wants a report on a student film festival. Write a report about the festival.

In your report, you should describe what audiences enjoyed, explain what students learnt about film-making, and suggest improvements for next year.

Here are some comments from students to help you:

'The short films were creative.'

'I learnt how editing changes a story.'

'The sound was unclear in one room.'

'There was not enough time for questions.'

Write about 120 to 160 words.

Plan your report

Use the comments to organise your report. Add details, examples and one idea of your own.

Section	Ideas / Useful language
Introduction	(What? Who? Where? When?)
What audiences enjoyed	Idea: short films were creative Detail / example: Extra idea: student introductions made the films clearer Detail / example: Idea of your own: Detail / example:
What students learnt	Idea: editing changes a story Detail / example: Idea of your own: Detail / example:
Improvements	Issue: sound was unclear in one room Why / effect: Suggestion: Another issue: not enough time for questions Why / effect: Suggestion:

Write your 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]