



Digital Life and Technology

Report planning bank: digital life and technology

Exam-style report task

Your principal wants a report on a study app trial at school. Write a report about the trial.

In your report, you should describe what students found useful, explain how the app helped learning, and suggest how the trial could be improved.

Here are some comments from students to help you:

'The reminders helped me stay organised.'

'The quizzes made revision less boring.'

'Some students could not log in.'

'The instructions were not clear at first.'

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 students found useful	<p>Idea: reminders helped students stay organised Detail / example:</p> <p>Extra idea: progress scores motivated some students Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How it helped learning	<p>Idea: quizzes made revision less boring Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: some students could not log in Why / effect: Suggestion:</p> <p>Another issue: instructions were not clear at first Why / effect: Suggestion:</p>



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Exam-style report task

Your principal wants a report on an online safety workshop. Write a report about the workshop.

In your report, you should describe the most useful advice, explain how students became more aware of risks, and suggest improvements for future workshops.

Here are some comments from students to help you:

'The privacy tips were practical.'
'I understood how scams work.'

'Some examples felt too young for us.'
'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?)
Most useful advice	<p>Idea: privacy tips were practical Detail / example:</p> <p>Extra idea: password advice was easy to apply Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Awareness of risks	<p>Idea: students understood how scams work Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: examples felt too young Why / effect: Suggestion:</p> <p>Another issue: not enough time for questions Why / effect: Suggestion:</p>



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Exam-style report task

Your principal wants a report on a student podcast project. Write a report about the project.

In your report, you should describe what worked well, explain what digital skills students developed, and suggest how future podcast projects could be improved.

Here are some comments from students to help you:

'Recording real episodes felt exciting.'
'I learnt how to edit audio.'

'There were not enough microphones.'
'Some groups needed more planning time.'

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 worked well	<p>Idea: recording real episodes felt exciting Detail / example:</p> <p>Extra idea: publishing clips gave students a real audience Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Digital skills developed	<p>Idea: students learnt how to edit audio Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: not enough microphones Why / effect: Suggestion:</p> <p>Another issue: groups needed more planning time Why / effect: Suggestion:</p>



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Exam-style report task

Your principal wants a report on a digital homework platform. Write a report about the platform.

In your report, you should describe what students liked, explain how the platform supported homework, and suggest improvements for next term.

Here are some comments from students to help you:

'It was easy to see deadlines.'

'The feedback helped me correct mistakes.'

'Notifications arrived too late.'

'Some files were difficult to upload.'

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 students liked	<p>Idea: easy to see deadlines Detail / example:</p> <p>Extra idea: calendar view helped students plan ahead Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How homework was supported	<p>Idea: feedback helped students correct mistakes Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: notifications arrived too late Why / effect: Suggestion:</p> <p>Another issue: files were difficult to upload Why / effect: Suggestion:</p>

