



## Education and School Life

Report planning bank: education and school life

### Exam-style report task

Your principal wants a report on a study support room. Write a report about the support room.

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

Here are some comments from students to help you:

'It was a quiet place to finish homework.'  
'Older students explained difficult tasks.'

'It became crowded before exams.'  
'Not all subjects were supported.'

**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
<b>Introduction</b>	(What? Who? Where? When?)
<b>What students found useful</b>	<p><b>Idea:</b> quiet place to finish homework <b>Detail / example:</b></p> <p><b>Extra idea:</b> clear rules helped students concentrate <b>Detail / example:</b></p> <p><b>Idea of your own:</b> <b>Detail / example:</b></p>
<b>How it helped learning</b>	<p><b>Idea:</b> older students explained difficult tasks <b>Detail / example:</b></p> <p><b>Idea of your own:</b> <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> room became crowded before exams <b>Why / effect:</b> <b>Suggestion:</b></p> <p><b>Another issue:</b> not all subjects were supported <b>Why / effect:</b> <b>Suggestion:</b></p>





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Your principal wants a report on a school science trip. Write a report about the trip.

**In your report, you should describe the most interesting parts, explain what students learnt, and suggest how future trips could be improved.**

Here are some comments from students to help you:

'The space gallery was interactive.'

'I saw how science is used in real life.'

'We needed more time in the galleries.'

'The lunch arrangements were confusing.'

**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
<b>Introduction</b>	(What? Who? Where? When?)
<b>Most interesting parts</b>	<p><b>Idea:</b> space gallery was interactive  <b>Detail / example:</b></p> <p><b>Extra idea:</b> demonstrations made difficult ideas clearer  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>What students learnt</b>	<p><b>Idea:</b> science is used in real life  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> needed more time in the galleries  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> lunch arrangements were confusing  <b>Why / effect:</b>  <b>Suggestion:</b></p>





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Your principal wants a report on a homework club. Write a report about the club.

**In your report, you should describe what worked well, explain how the club helped students, and suggest improvements for next term.**

Here are some comments from students to help you:

'Teachers were available to help.'

'I finished work before going home.'

'The room was noisy at times.'

'There were not enough computers.'

**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
<b>Introduction</b>	(What? Who? Where? When?)
<b>What worked well</b>	<p><b>Idea:</b> teachers were available to help  <b>Detail / example:</b></p> <p><b>Extra idea:</b> regular routine helped students stay on track  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>How students were helped</b>	<p><b>Idea:</b> students finished work before going home  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> room was noisy at times  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> not enough computers  <b>Why / effect:</b>  <b>Suggestion:</b></p>





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### Exam-style report task

Your principal wants a report on a peer mentoring scheme. Write a report about the scheme.

**In your report, you should describe the most helpful parts of the scheme, explain how students benefited, and suggest how the scheme could be improved.**

Here are some comments from students to help you:

'Mentors explained things clearly.'

'I felt more confident asking questions.'

'Some meetings were cancelled.'

'It was hard to find a suitable 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
<b>Introduction</b>	(What? Who? Where? When?)
<b>Most helpful parts</b>	<p><b>Idea:</b> mentors explained things clearly  <b>Detail / example:</b></p> <p><b>Extra idea:</b> one-to-one support felt less stressful  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>How students benefited</b>	<p><b>Idea:</b> students felt more confident asking questions  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> some meetings were cancelled  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> hard to find a suitable time  <b>Why / effect:</b>  <b>Suggestion:</b></p>

