



## Family and Relationships

Report planning bank: family and relationships

### Exam-style report task

The head of Year 10 wants a report on a welcome afternoon for new students and their families. Write a report about the afternoon.

**In your report, you should describe what students and families found useful, explain how the afternoon helped new students feel welcome, and suggest improvements for future welcome events.**

Here are some comments from students to help you:

'The school tour helped us find important rooms.'  
'I met another student before lessons started.'

'Some signs were difficult to follow.'  
'There was not enough time to ask 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
<b>Introduction</b>	(What? Who? Where? When?)
<b>What people found useful</b>	<p><b>Idea:</b> school tour helped families find important rooms  <b>Detail / example:</b></p> <p><b>Extra idea:</b> information desk gave clear answers  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>How students felt welcome</b>	<p><b>Idea:</b> students met someone before lessons started  <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 signs were difficult to follow  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> not enough time to ask questions  <b>Why / effect:</b>  <b>Suggestion:</b></p>





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Your principal wants a report on a parent-student sports afternoon. Write a report about the afternoon.

**In your report, you should describe the most successful activities, explain how the afternoon improved relationships, and suggest how similar events could be improved.**

Here are some comments from students to help you:

'The team games were fun.'

'I talked to people I do not usually meet.'

'There was not enough shade.'

'The scoring system was 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>Successful activities</b>	<p><b>Idea:</b> team games were fun  <b>Detail / example:</b></p> <p><b>Extra idea:</b> mixed teams encouraged more people to join in  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>How relationships improved</b>	<p><b>Idea:</b> students talked to people they do not usually meet  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> not enough shade  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> scoring system was confusing  <b>Why / effect:</b>  <b>Suggestion:</b></p>





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### Exam-style report task

Your principal wants a report on a communication workshop for families. Write a report about the workshop.

**In your report, you should describe the most helpful parts, explain what students learnt about communication, and suggest improvements for future workshops.**

Here are some comments from students to help you:

'The role-play activities were useful.'

'I learnt how to listen without interrupting.'

'Some instructions were unclear.'

'The workshop needed more examples.'

**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> role-play activities were useful  <b>Detail / example:</b></p> <p><b>Extra idea:</b> small-group discussion felt relaxed  <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> students learnt to listen without interrupting  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> instructions were unclear  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> workshop needed more examples  <b>Why / effect:</b>  <b>Suggestion:</b></p>





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Your principal wants a report on a grandparents' storytelling morning. Write a report about the morning.

**In your report, you should describe what students enjoyed, explain what they learnt from older relatives, and suggest how future storytelling mornings could be improved.**

Here are some comments from students to help you:

'The old school stories were interesting.'

'I learnt how family life has changed.'

'Some speakers were hard to hear.'

'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
<b>Introduction</b>	(What? Who? Where? When?)
<b>What students enjoyed</b>	<p><b>Idea:</b> old school stories were interesting</p> <p><b>Detail / example:</b></p> <p><b>Extra idea:</b> photos and objects made the stories clearer</p> <p><b>Detail / example:</b></p> <p><b>Idea of your own:</b></p> <p><b>Detail / example:</b></p>
<b>What students learnt</b>	<p><b>Idea:</b> family life has changed over time</p> <p><b>Detail / example:</b></p> <p><b>Idea of your own:</b></p> <p><b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> speakers were hard to hear</p> <p><b>Why / effect:</b></p> <p><b>Suggestion:</b></p> <p><b>Another issue:</b> not enough time for questions</p> <p><b>Why / effect:</b></p> <p><b>Suggestion:</b></p>

