



## Future Plans and Ambitions

Report planning bank: future plans and ambitions

### Exam-style report task

The careers coordinator wants a report on a careers fair. Write a report about the fair.

**In your report, you should describe what students found useful, explain how the fair helped them think about the future, and suggest improvements for next year.**

Here are some comments from students to help you:

'The former students gave realistic advice.'

'I understood different career pathways better.'  
'I understood different career pathways better.'  
apprenticeships.'

'Some stalls were too crowded.'

'There was not enough information about

**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> former students gave realistic advice <b>Detail / example:</b></p> <p><b>Extra idea:</b> short talks made career options clearer <b>Detail / example:</b></p> <p><b>Idea of your own:</b> <b>Detail / example:</b></p>
<b>How it helped future plans</b>	<p><b>Idea:</b> students understood career pathways better <b>Detail / example:</b></p> <p><b>Idea of your own:</b> <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> stalls were too crowded <b>Why / effect:</b> <b>Suggestion:</b></p> <p><b>Another issue:</b> not enough information about apprenticeships <b>Why / effect:</b> <b>Suggestion:</b></p>





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Your principal wants a report on a goal-setting workshop. Write a report about the workshop.

**In your report, you should describe the most helpful activities, explain how students became more confident, and suggest how future workshops could be improved.**

Here are some comments from students to help you:

'The five-year plan activity was useful.'

'I felt more confident about choosing subjects.'

'Some examples felt unrealistic.'

'The session moved too quickly.'

**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 activities</b>	<p><b>Idea:</b> five-year plan activity was useful</p> <p><b>Detail / example:</b></p> <p><b>Extra idea:</b> teacher feedback helped students refine goals</p> <p><b>Detail / example:</b></p> <p><b>Idea of your own:</b></p> <p><b>Detail / example:</b></p>
<b>How confidence improved</b>	<p><b>Idea:</b> students felt more confident choosing subjects</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> examples felt unrealistic</p> <p><b>Why / effect:</b></p> <p><b>Suggestion:</b></p> <p><b>Another issue:</b> session moved too quickly</p> <p><b>Why / effect:</b></p> <p><b>Suggestion:</b></p>





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### Exam-style report task

Your principal wants a report on an interview practice day. Write a report about the day.

**In your report, you should describe what worked well, explain what students learnt about interviews, and suggest improvements for next time.**

Here are some comments from students to help you:

'The practice questions were realistic.'  
'I learnt how to answer confidently.'

'The waiting area was noisy.'  
'We needed more feedback after each interview.'

**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> practice questions were realistic <b>Detail / example:</b></p> <p><b>Extra idea:</b> formal setting made the interviews feel real <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 answer confidently <b>Detail / example:</b></p> <p><b>Idea of your own:</b> <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> waiting area was noisy <b>Why / effect:</b> <b>Suggestion:</b></p> <p><b>Another issue:</b> needed more feedback after each interview <b>Why / effect:</b> <b>Suggestion:</b></p>





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### Exam-style report task

Your principal wants a report on a subject choices evening. Write a report about the evening.

**In your report, you should describe what students and parents found useful, explain how it helped decision-making, and suggest improvements for future evenings.**

Here are some comments from students to help you:

'Teachers explained course options clearly.'  
'It helped me compare different pathways.'

'Some subject talks overlapped.'  
'There was not enough seating.'

**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> teachers explained course options clearly  <b>Detail / example:</b></p> <p><b>Extra idea:</b> subject displays helped families compare choices  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>How decisions were helped</b>	<p><b>Idea:</b> students compared different pathways  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> subject talks overlapped  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> not enough seating  <b>Why / effect:</b>  <b>Suggestion:</b></p>

