



Home and Local Area

Report planning bank: home and local area

Exam-style report task

Your principal wants a report on a community garden project. Write a report about the project.

In your report, you should describe what students and residents liked, explain how the project helped the local area, and suggest how the garden could be improved.

Here are some comments from students to help you:

'The seating area was a quiet place to meet.'

'The vegetable beds brought residents together.'

'The bins near the entrance were often full.'

'Some paths became muddy after rain.'

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 liked	<p>Idea: seating area was a quiet place to meet Detail / example:</p> <p>Extra idea: flower beds made the area more attractive Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How the area was helped	<p>Idea: vegetable beds brought residents together Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: bins near the entrance were often full Why / effect: Suggestion:</p> <p>Another issue: paths became muddy after rain Why / effect: Suggestion:</p>



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Exam-style report task

Your principal wants a report on a local area clean-up. Write a report about the clean-up.

In your report, you should describe what students achieved, explain how the clean-up helped residents, and suggest improvements for future clean-ups.

Here are some comments from students to help you:

'We removed litter from the park.'

'Residents thanked students for helping.'

'There were not enough gloves.'

'Some groups had no clear task.'

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 achieved	<p>Idea: removed litter from the park</p> <p>Detail / example:</p> <p>Extra idea: painted benches made the space look cared for</p> <p>Detail / example:</p> <p>Idea of your own:</p> <p>Detail / example:</p>
How residents were helped	<p>Idea: residents thanked students for helping</p> <p>Detail / example:</p> <p>Idea of your own:</p> <p>Detail / example:</p>
Improvements	<p>Issue: not enough gloves</p> <p>Why / effect:</p> <p>Suggestion:</p> <p>Another issue: some groups had no clear task</p> <p>Why / effect:</p> <p>Suggestion:</p>



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Exam-style report task

Your principal wants a report on a neighbourhood history walk. Write a report about the walk.

In your report, you should describe the most interesting parts, explain what students learnt about the local area, and suggest improvements for future walks.

Here are some comments from students to help you:

'The old market street was fascinating.'

'I learnt why the station changed the town.'

'The route was too long.'

'Some students could not hear the guide.'

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 interesting parts	<p>Idea: old market street was fascinating</p> <p>Detail / example:</p> <p>Extra idea: photographs helped students compare past and present</p> <p>Detail / example:</p> <p>Idea of your own:</p> <p>Detail / example:</p>
What students learnt	<p>Idea: the station changed the town</p> <p>Detail / example:</p> <p>Idea of your own:</p> <p>Detail / example:</p>
Improvements	<p>Issue: route was too long</p> <p>Why / effect:</p> <p>Suggestion:</p> <p>Another issue: students could not hear the guide</p> <p>Why / effect:</p> <p>Suggestion:</p>



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Exam-style report task

The local youth centre manager wants a report on a student visit to the centre. Write a report about the visit.

In your report, you should describe what students found useful, explain how the centre could support young people, and suggest improvements for future visits.

Here are some comments from students to help you:

'The study room looked useful.'

'I found out about free weekend clubs.'

'The visit felt rushed.'

'There was not enough information to take home.'

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: study room looked useful Detail / example:</p> <p>Extra idea: sports hall offered a safe place to meet Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How young people could be supported	<p>Idea: students found out about free weekend clubs Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: visit felt rushed Why / effect: Suggestion:</p> <p>Another issue: not enough information to take home Why / effect: Suggestion:</p>

