



## Lifestyle and Daily Routines

Report planning bank: lifestyle and daily routines

### Exam-style report task

Your principal wants a report on a homework-free evening trial. Write a report about the trial.

**In your report, you should describe what students liked, explain how the trial affected routines, and suggest how it could be improved.**

Here are some comments from students to help you:

'I had time to eat with my family.'  
'I slept earlier before school.'

'Homework just moved to other evenings.'  
'Some students forgot about longer projects.'

**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 liked</b>	<p><b>Idea:</b> time to eat with family <b>Detail / example:</b></p> <p><b>Extra idea:</b> evening felt less stressful <b>Detail / example:</b></p> <p><b>Idea of your own:</b> <b>Detail / example:</b></p>
<b>How routines changed</b>	<p><b>Idea:</b> students slept earlier before school <b>Detail / example:</b></p> <p><b>Idea of your own:</b> <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> homework moved to other evenings <b>Why / effect:</b> <b>Suggestion:</b></p> <p><b>Another issue:</b> students forgot about longer projects <b>Why / effect:</b> <b>Suggestion:</b></p>





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Your principal wants a report on a morning routine challenge. Write a report about the challenge.

**In your report, you should describe what worked well, explain how students improved their routines, and suggest improvements for next time.**

Here are some comments from students to help you:

'The checklist helped me leave on time.'

'I packed my bag the night before.'

'Some targets were unrealistic.'

'The challenge was not explained clearly.'

**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> checklist helped students leave on time  <b>Detail / example:</b></p> <p><b>Extra idea:</b> class reminders made routines easier to remember  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>How routines improved</b>	<p><b>Idea:</b> students packed bags the night before  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> targets were unrealistic  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> challenge was not explained clearly  <b>Why / effect:</b>  <b>Suggestion:</b></p>





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### Exam-style report task

The activities coordinator wants a report on an after-school activity fair. Write a report about the fair.

**In your report, you should describe what students found interesting, explain how the fair could improve daily routines, and suggest improvements for next year.**

Here are some comments from students to help you:

'The art club display looked exciting.'  
'I found an activity after school.'

'The hall was too crowded.'  
'Some clubs had no timetable information.'

**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 interesting</b>	<p><b>Idea:</b> art club display looked exciting <b>Detail / example:</b></p> <p><b>Extra idea:</b> sports demonstrations attracted attention <b>Detail / example:</b></p> <p><b>Idea of your own:</b> <b>Detail / example:</b></p>
<b>How routines could improve</b>	<p><b>Idea:</b> students found an activity after school <b>Detail / example:</b></p> <p><b>Idea of your own:</b> <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> hall was too crowded <b>Why / effect:</b> <b>Suggestion:</b></p> <p><b>Another issue:</b> clubs had no timetable information <b>Why / effect:</b> <b>Suggestion:</b></p>





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### Exam-style report task

Your principal wants a report on a screen-free break trial. Write a report about the trial.

**In your report, you should describe what students enjoyed, explain how the trial affected break times, and suggest improvements for next term.**

Here are some comments from students to help you:

'Board games made break more sociable.'  
'I talked to more people than usual.'

'There were not enough activities.'  
'Some students did not know the rules.'

**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> board games made break more sociable <b>Detail / example:</b></p> <p><b>Extra idea:</b> outdoor activities gave students more choice <b>Detail / example:</b></p> <p><b>Idea of your own:</b> <b>Detail / example:</b></p>
<b>How break times changed</b>	<p><b>Idea:</b> students talked to more people than usual <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 activities <b>Why / effect:</b> <b>Suggestion:</b></p> <p><b>Another issue:</b> students did not know the rules <b>Why / effect:</b> <b>Suggestion:</b></p>

