



Media and Communication

Report planning bank: media and communication

Exam-style report task

The school communications team wants a report on a school news blog. Write a report about the blog.

In your report, you should describe what readers liked, explain how the blog improved communication, and suggest how it could be improved.

Here are some comments from students to help you:

'The student interviews felt personal.'
'I found out about clubs I had missed.'

'Some articles were uploaded late.'
'The homepage was hard to navigate.'

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 readers liked	<p>Idea: student interviews felt personal Detail / example:</p> <p>Extra idea: photos made the blog more engaging Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How communication improved	<p>Idea: students found out about clubs they had missed Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: articles were uploaded late Why / effect: Suggestion:</p> <p>Another issue: homepage was hard to navigate Why / effect: Suggestion:</p>



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Your principal wants a report on a student radio project. Write a report about the project.

In your report, you should describe the most successful parts, explain what communication skills students developed, and suggest improvements for future projects.

Here are some comments from students to help you:

'The lunch-time broadcast was entertaining.'
'I learnt how to interview someone politely.'

'The sound quality was uneven.'
'Some presenters spoke 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
Introduction	(What? Who? Where? When?)
Most successful parts	<p>Idea: lunch-time broadcast was entertaining Detail / example:</p> <p>Extra idea: music choices attracted listeners Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Communication skills developed	<p>Idea: students learnt to interview politely Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: sound quality was uneven Why / effect: Suggestion:</p> <p>Another issue: presenters spoke too quickly Why / effect: Suggestion:</p>



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Exam-style report task

Your principal wants a report on a school social media campaign. Write a report about the campaign.

In your report, you should describe what worked well, explain how the campaign shared information, and suggest improvements for future campaigns.

Here are some comments from students to help you:

'The short videos were easy to understand.'
'Important dates were easier to remember.'

'Some posts had spelling mistakes.'
'Not all students saw the posts.'

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 worked well	<p>Idea: short videos were easy to understand Detail / example:</p> <p>Extra idea: clear images helped students notice key messages Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How information was shared	<p>Idea: important dates were easier to remember Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: posts had spelling mistakes Why / effect: Suggestion:</p> <p>Another issue: not all students saw the posts Why / effect: Suggestion:</p>



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Exam-style report task

Your principal wants a report on a public speaking workshop. Write a report about the workshop.

In your report, you should describe the most useful activities, explain how students improved their communication, and suggest improvements for next time.

Here are some comments from students to help you:

'The voice exercises were helpful.'

'I learnt how to organise a short talk.'

'Some students had no chance to speak.'

'The room was too noisy for practice.'

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 useful activities	<p>Idea: voice exercises were helpful Detail / example:</p> <p>Extra idea: short practice talks built confidence Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How communication improved	<p>Idea: students learnt to organise a short talk Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: some students had no chance to speak Why / effect: Suggestion:</p> <p>Another issue: room was too noisy for practice Why / effect: Suggestion:</p>

