



People and Achievement

Report planning bank: people and achievement

Exam-style report task

Your principal wants a report on a student mentoring scheme. Write a report about the scheme.

In your report, you should describe what students found helpful, explain how the scheme supported achievement, and suggest improvements for next term.

Here are some comments from students to help you:

'Mentors explained difficult tasks clearly.'
'I felt more confident asking questions.'

'Some meetings were cancelled.'
'It was hard to find a suitable time.'

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 helpful	<p>Idea: mentors explained difficult tasks clearly Detail / example:</p> <p>Extra idea: one-to-one support felt less stressful Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How achievement was supported	<p>Idea: students felt more confident asking questions Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: meetings were cancelled Why / effect: Suggestion:</p> <p>Another issue: hard to find a suitable time Why / effect: Suggestion:</p>



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Exam-style report task

Your principal wants a report on an achievement assembly. Write a report about the assembly.

In your report, you should describe what students enjoyed, explain how the assembly motivated students, and suggest improvements for future assemblies.

Here are some comments from students to help you:

'The student speeches were inspiring.'
'It made me want to set a goal.'

'The assembly was too long.'
'Some awards were 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
Introduction	(What? Who? Where? When?)
What students enjoyed	<p>Idea: student speeches were inspiring Detail / example:</p> <p>Extra idea: photos of projects made achievements visible Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How students were motivated	<p>Idea: students wanted to set goals Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: assembly was too long Why / effect: Suggestion:</p> <p>Another issue: awards were not explained clearly Why / effect: Suggestion:</p>



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Exam-style report task

The student leadership coordinator wants a report on a leadership training day. Write a report about the day.

In your report, you should describe the most useful activities, explain what leadership skills students developed, and suggest improvements for next time.

Here are some comments from students to help you:

'The problem-solving task was challenging.'
'I learnt how to include quieter people.'

'Instructions for one activity were unclear.'
'There was not enough feedback.'

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: problem-solving task was challenging Detail / example:</p> <p>Extra idea: team roles helped students take responsibility Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Leadership skills developed	<p>Idea: students learnt to include quieter people Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: instructions were unclear Why / effect: Suggestion:</p> <p>Another issue: not enough feedback Why / effect: Suggestion:</p>



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Your principal wants a report on a student talent showcase. Write a report about the showcase.

In your report, you should describe the highlights, explain how the showcase encouraged students, and suggest improvements for next year.

Here are some comments from students to help you:

'The dance performance was excellent.'

'It encouraged students to try something new.'

'Some acts could not be heard clearly.'

'The backstage area was too crowded.'

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?)
Highlights	<p>Idea: dance performance was excellent Detail / example:</p> <p>Extra idea: variety of acts kept the audience interested Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How students were encouraged	<p>Idea: students tried something new Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: some acts could not be heard clearly Why / effect: Suggestion:</p> <p>Another issue: backstage area was too crowded Why / effect: Suggestion:</p>

