



Public Places and Services

Report planning bank: public places and services

Exam-style report task

Your principal wants a report on a visit to the new library space. Write a report about the visit.

In your report, you should describe what students liked, explain how the space could support learning, and suggest improvements for future visits.

Here are some comments from students to help you:

'The quiet study area was comfortable.'

'I found books for my project quickly.'

'There were not enough computers.'

'The signs were difficult to follow.'

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 liked	Idea: quiet study area was comfortable Detail / example: Extra idea: reading corner made the space welcoming Detail / example: Idea of your own: Detail / example:
How learning was supported	Idea: students found books for projects quickly Detail / example: Idea of your own: Detail / example:
Improvements	Issue: not enough computers Why / effect: Suggestion: Another issue: signs were difficult to follow Why / effect: Suggestion:

Write your report

Write a formal or semi-formal report for the task. Cover all the prompts, develop your ideas and organise the response clearly.

Report title _____

[illegible]



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Exam-style report task

Your principal wants a report on a visit to a local sports centre. Write a report about the visit.

In your report, you should describe the best facilities, explain how the centre could benefit students, and suggest improvements for future visits.

Here are some comments from students to help you:

'The swimming pool looked excellent.'

'I found out about low-cost classes.'

'The changing rooms were crowded.'

'The timetable was hard to understand.'

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?)
Best facilities	Idea: swimming pool looked excellent Detail / example: Extra idea: gym equipment offered different choices Detail / example: Idea of your own: Detail / example:
How students could benefit	Idea: students found out about low-cost classes Detail / example: Idea of your own: Detail / example:
Improvements	Issue: changing rooms were crowded Why / effect: Suggestion: Another issue: timetable was hard to understand Why / effect: Suggestion:

Write your report

Write a formal or semi-formal report for the task. Cover all the prompts, develop your ideas and organise the response clearly.

Report title _____

[illegible]



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Exam-style report task

The community centre manager wants a report on a student tour of the centre. Write a report about the tour.

In your report, you should describe what students found useful, explain how the centre supports the community, and suggest improvements for future tours.

Here are some comments from students to help you:

'The homework room looked useful.'

'I learnt about free advice sessions.'

'Some rooms were locked during the tour.'

'There was not enough information for teenagers.'

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	Idea: homework room looked useful Detail / example: Extra idea: noticeboard showed many local activities Detail / example: Idea of your own: Detail / example:
How the community is supported	Idea: students learnt about free advice sessions Detail / example: Idea of your own: Detail / example:
Improvements	Issue: some rooms were locked Why / effect: Suggestion: Another issue: not enough information for teenagers Why / effect: Suggestion:

Write your report

Write a formal or semi-formal report for the task. Cover all the prompts, develop your ideas and organise the response clearly.

Report title _____

[illegible]



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Exam-style report task

Your principal wants a report on a public transport information session. Write a report about the session.

In your report, you should describe what information was useful, explain how it could help students travel safely, and suggest improvements for future sessions.

Here are some comments from students to help you:

'The route maps were clear.'

'I learnt how to plan a safer journey.'

'Some ticket prices were not explained.'

'The speaker moved through slides 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?)
Useful information	Idea: route maps were clear Detail / example: Extra idea: journey-planning examples felt practical Detail / example: Idea of your own: Detail / example:
How travel safety improved	Idea: students learnt to plan safer journeys Detail / example: Idea of your own: Detail / example:
Improvements	Issue: ticket prices were not explained Why / effect: Suggestion: Another issue: speaker moved through slides too quickly Why / effect: Suggestion:

Write your report

Write a formal or semi-formal report for the task. Cover all the prompts, develop your ideas and organise the response clearly.

Report title _____

[illegible]