



Safety and Rules

Report planning bank: safety and rules

Exam-style report task

The road safety officer wants a report on a road safety campaign at school. Write a report about the campaign.

In your report, you should describe what students found useful, explain how the campaign improved safety awareness, and suggest improvements for next time.

Here are some comments from students to help you:

'The bike helmet demonstration was useful.'

'I noticed risky behaviour near school.'

'Some posters were too small to read.'

'The crossing outside school was still 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?)
What students found useful	<p>Idea: bike helmet demonstration was useful Detail / example:</p> <p>Extra idea: short videos showed real examples Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How safety awareness improved	<p>Idea: students noticed risky behaviour near school Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: posters were too small to read Why / effect: Suggestion:</p> <p>Another issue: crossing outside school was still crowded Why / effect: Suggestion:</p>



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Exam-style report task

Your principal wants a report on a fire drill review. Write a report about the drill.

In your report, you should describe what went well, explain how the drill helped students understand safety rules, and suggest improvements for future drills.

Here are some comments from students to help you:

'Classes left the building quickly.'
'I understood where to stand outside.'

'Some students could not hear instructions.'
'The route from the canteen was unclear.'

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 went well	<p>Idea: classes left the building quickly Detail / example:</p> <p>Extra idea: teachers checked registers efficiently Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How rules were understood	<p>Idea: students understood where to stand outside Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: students could not hear instructions Why / effect: Suggestion:</p> <p>Another issue: route from the canteen was unclear Why / effect: Suggestion:</p>



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Exam-style report task

Your principal wants a report on a school rules workshop. Write a report about the workshop.

In your report, you should describe the most helpful activities, explain how the workshop helped students understand rules, and suggest improvements for future workshops.

Here are some comments from students to help you:

'The role-play activities made rules clear.'

'I understood why phone rules matter.'

'Some examples felt too simple.'

'There was not enough time to discuss ideas.'

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 helpful activities	<p>Idea: role-play activities made rules clear Detail / example:</p> <p>Extra idea: group scenarios made the workshop more active Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How rules were understood	<p>Idea: students understood why phone rules matter Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: examples felt too simple Why / effect: Suggestion:</p> <p>Another issue: not enough time to discuss ideas Why / effect: Suggestion:</p>



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Exam-style report task

Your principal wants a report on a safer corridors trial. Write a report about the trial.

In your report, you should describe what worked well, explain how the trial affected movement around school, and suggest improvements for next term.

Here are some comments from students to help you:

'The one-way system reduced pushing.'
'I arrived at lessons more calmly.'

'Some signs were confusing.'
'The stairs were still crowded after lunch.'

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: one-way system reduced pushing Detail / example:</p> <p>Extra idea: teacher reminders helped students follow routes Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How movement changed	<p>Idea: students arrived at lessons more calmly Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: signs were confusing Why / effect: Suggestion:</p> <p>Another issue: stairs were still crowded after lunch Why / effect: Suggestion:</p>

