



Sports and Leisure

Report planning bank: sports and leisure

Exam-style report task

Your principal wants a report on an after-school sports club trial. Write a report about the trial.

In your report, you should describe what students enjoyed, explain how the club benefited students, and suggest improvements for next term.

Here are some comments from students to help you:

'The football sessions were energetic.'
'I felt fitter after a few weeks.'

'There was not enough equipment.'
'Some clubs finished too late.'

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	Idea: football sessions were energetic Detail / example: Extra idea: choice of sports kept students interested Detail / example: Idea of your own: Detail / example:
How students benefited	Idea: students felt fitter after a few weeks Detail / example: Idea of your own: Detail / example:
Improvements	Issue: not enough equipment Why / effect: Suggestion: Another issue: clubs finished too late 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]

IGCSE ESL

Resources for exam preparation

Cambridge IGCSE English as a Second Language 0510/0511



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Exam-style report task

Your principal wants a report on a school sports day. Write a report about sports day.

In your report, you should describe the most successful events, explain how sports day encouraged teamwork, and suggest improvements for next year.

Here are some comments from students to help you:

'The relay races were exciting.'

'I cheered for students from other classes.'

'The water station was too far away.'

'Some events started late.'

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?)
Successful events	Idea: relay races were exciting Detail / example: Extra idea: mixed-team games included more students Detail / example: Idea of your own: Detail / example:
How teamwork improved	Idea: students cheered for other classes Detail / example: Idea of your own: Detail / example:
Improvements	Issue: water station was too far away Why / effect: Suggestion: Another issue: events started late 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 leisure centre manager wants a report on a leisure activities fair. Write a report about the fair.

In your report, you should describe what students found interesting, explain how the fair encouraged healthier free time, and suggest improvements for future fairs.

Here are some comments from students to help you:

'The climbing club demonstration was popular.'

'I discovered a new weekend activity.'

'The hall was too crowded.'

'Some stalls had no sign-up 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
Introduction	(What? Who? Where? When?)
What students found interesting	Idea: climbing club demonstration was popular Detail / example: Extra idea: board games stall offered a quieter option Detail / example: Idea of your own: Detail / example:
Healthier free time	Idea: students discovered new weekend activities Detail / example: Idea of your own: Detail / example:
Improvements	Issue: hall was too crowded Why / effect: Suggestion: Another issue: stalls had no sign-up information 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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Your principal wants a report on a lunchtime games club. Write a report about the club.

In your report, you should describe what worked well, explain how the club affected break times, and suggest improvements for next term.

Here are some comments from students to help you:

'Table tennis was very popular.'

'It gave students something positive to do.'

'The room became noisy quickly.'

'There were not enough board games.'

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	Idea: table tennis was very popular Detail / example: Extra idea: student leaders organised games fairly Detail / example: Idea of your own: Detail / example:
How break times changed	Idea: students had something positive to do Detail / example: Idea of your own: Detail / example:
Improvements	Issue: room became noisy quickly Why / effect: Suggestion: Another issue: not enough board games 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]