



Teenage Life

Report planning bank: teenage life

Exam-style report task

Your principal wants a report on a student common room trial. Write a report about the trial.

In your report, you should describe what students liked, explain how the room affected school life, and suggest improvements for next term.

Here are some comments from students to help you:

'The sofas made break time more relaxed.'
'I met students from other classes.'

'The room was too crowded at lunch.'
'Some students left litter behind.'

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	<p>Idea: sofas made break time more relaxed Detail / example:</p> <p>Extra idea: noticeboard helped students share activities Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How school life changed	<p>Idea: students met people from other classes Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: room was too crowded at lunch Why / effect: Suggestion:</p> <p>Another issue: students left litter behind Why / effect: Suggestion:</p>



Teenage Life

Report planning bank: teenage life

Exam-style report task

The teacher responsible for student voice wants a report on a student voice meeting. Write a report about the meeting.

In your report, you should describe what worked well, explain how students shared their views, and suggest improvements for future meetings.

Here are some comments from students to help you:

'Students could suggest real changes.'
'I felt adults listened to our ideas.'

'Some year groups were not represented.'
'The meeting time was inconvenient.'

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: students could suggest real changes Detail / example:</p> <p>Extra idea: small discussion groups helped quieter students Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How views were shared	<p>Idea: students felt adults listened to ideas Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: some year groups were not represented Why / effect: Suggestion:</p> <p>Another issue: meeting time was inconvenient Why / effect: Suggestion:</p>



Teenage Life

Report planning bank: teenage life

Exam-style report task

Your principal wants a report on a teenage wellbeing club. Write a report about the club.

In your report, you should describe the most useful activities, explain how the club supported students, and suggest improvements for next term.

Here are some comments from students to help you:

'The relaxation activity was helpful.'
'I felt less worried before exams.'

'The club was not advertised enough.'
'The room was too small for the group.'

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: relaxation activity was helpful Detail / example:</p> <p>Extra idea: informal chat time made the club feel friendly Detail / example:</p> <p>Idea of your own: Detail / example:</p>
How students were supported	<p>Idea: students felt less worried before exams Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: club was not advertised enough Why / effect: Suggestion:</p> <p>Another issue: room was too small for the group Why / effect: Suggestion:</p>



Teenage Life

Report planning bank: teenage life

Exam-style report task

Your principal wants a report on a study-life balance workshop. Write a report about the workshop.

In your report, you should describe what students found useful, explain how the workshop helped them manage pressure, and suggest improvements for future workshops.

Here are some comments from students to help you:

'The timetable activity was useful.'

'I learnt to plan breaks properly.'

'Some advice felt too general.'

'There was not enough time for questions.'

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: timetable activity was useful Detail / example:</p> <p>Extra idea: example revision plans gave students ideas Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Managing pressure	<p>Idea: students learnt to plan breaks properly Detail / example:</p> <p>Idea of your own: Detail / example:</p>
Improvements	<p>Issue: advice felt too general Why / effect: Suggestion:</p> <p>Another issue: not enough time for questions Why / effect: Suggestion:</p>

