



## Transport and Travel

Report planning bank: transport and travel

### Exam-style report task

Your principal wants a report on Cycle to School Week. Write a report about the week.

**In your report, you should describe what students found useful, explain how the week encouraged safer travel, and suggest improvements for next year.**

Here are some comments from students to help you:

'The bicycle check-up stall was useful.'  
'I felt more confident cycling to school.'

'The road outside school was crowded.'  
'There were not enough bike racks.'

**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
<b>Introduction</b>	(What? Who? Where? When?)
<b>What students found useful</b>	<p><b>Idea:</b> bicycle check-up stall was useful <b>Detail / example:</b></p> <p><b>Extra idea:</b> route maps helped students plan journeys <b>Detail / example:</b></p> <p><b>Idea of your own:</b> <b>Detail / example:</b></p>
<b>How safer travel was encouraged</b>	<p><b>Idea:</b> students felt more confident cycling <b>Detail / example:</b></p> <p><b>Idea of your own:</b> <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> road outside school was crowded <b>Why / effect:</b> <b>Suggestion:</b></p> <p><b>Another issue:</b> not enough bike racks <b>Why / effect:</b> <b>Suggestion:</b></p>





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The public transport workshop leader wants a report on a public transport challenge. Write a report about the challenge.

**In your report, you should describe what students learnt, explain how the challenge improved travel confidence, and suggest improvements for future challenges.**

Here are some comments from students to help you:

'Reading the bus map was useful.'

'I learnt how to plan a route independently.'

'Some ticket machines were confusing.'

'The time limit was too short.'

**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
<b>Introduction</b>	(What? Who? Where? When?)
<b>What students learnt</b>	<p><b>Idea:</b> reading the bus map was useful  <b>Detail / example:</b></p> <p><b>Extra idea:</b> journey apps helped compare routes  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Travel confidence</b>	<p><b>Idea:</b> students planned routes independently  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> ticket machines were confusing  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> time limit was too short  <b>Why / effect:</b>  <b>Suggestion:</b></p>





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Your principal wants a report on a school trip by train. Write a report about the journey.

**In your report, you should describe what went well, explain what students learnt about responsible travel, and suggest improvements for future trips.**

Here are some comments from students to help you:

'The train journey was comfortable.'

'I learnt why arriving early matters.'

'The platform was crowded.'

'Some students did not know their group number.'

**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
<b>Introduction</b>	(What? Who? Where? When?)
<b>What went well</b>	<p><b>Idea:</b> train journey was comfortable  <b>Detail / example:</b></p> <p><b>Extra idea:</b> reserved seats made the journey calmer  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Responsible travel</b>	<p><b>Idea:</b> students learnt why arriving early matters  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> platform was crowded  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> students did not know their group number  <b>Why / effect:</b>  <b>Suggestion:</b></p>





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### Exam-style report task

Your principal wants a report on a walking-to-school campaign. Write a report about the campaign.

**In your report, you should describe what students enjoyed, explain how the campaign affected travel habits, and suggest improvements for next term.**

Here are some comments from students to help you:

'Walking with friends was enjoyable.'

'I realised short journeys do not need a car.'

'Some routes had no safe crossing.'

'Rainy days were not planned for.'

**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
<b>Introduction</b>	(What? Who? Where? When?)
<b>What students enjoyed</b>	<p><b>Idea:</b> walking with friends was enjoyable  <b>Detail / example:</b></p> <p><b>Extra idea:</b> class route charts made progress visible  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>How habits changed</b>	<p><b>Idea:</b> students realised short journeys do not need a car  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> some routes had no safe crossing  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> rainy days were not planned for  <b>Why / effect:</b>  <b>Suggestion:</b></p>

