



## Work and Careers

Report planning bank: work and careers

### Exam-style report task

Your principal wants a report on a work experience preparation day. Write a report about the day.

**In your report, you should describe what students found useful, explain how the day prepared students for work, and suggest improvements for next time.**

Here are some comments from students to help you:

'The workplace behaviour session was practical.'

'Role-play helped me practise asking for help.'

'Some tasks felt too easy.'

'There was not enough advice about difficult situations.'

**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> workplace behaviour session was practical  <b>Detail / example:</b></p> <p><b>Extra idea:</b> example emails helped students sound polite  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>How students were prepared</b>	<p><b>Idea:</b> role-play helped students practise asking for help  <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 tasks felt too easy  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> not enough advice about difficult situations  <b>Why / effect:</b>  <b>Suggestion:</b></p>





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Your principal wants a report on a careers interview workshop. Write a report about the workshop.

**In your report, you should describe the most helpful activities, explain what interview skills students developed, and suggest improvements for future workshops.**

Here are some comments from students to help you:

'The practice interview felt realistic.'

'I learnt how to give fuller answers.'

'Some students waited too long.'

'The feedback forms were not detailed enough.'

**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>Most helpful activities</b>	<p><b>Idea:</b> practice interview felt realistic  <b>Detail / example:</b></p> <p><b>Extra idea:</b> model answers gave students useful examples  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Interview skills developed</b>	<p><b>Idea:</b> students learnt to give fuller answers  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Improvements</b>	<p><b>Issue:</b> students waited too long  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> feedback forms were not detailed enough  <b>Why / effect:</b>  <b>Suggestion:</b></p>





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### Exam-style report task

Your principal wants a report on a workplace skills fair. Write a report about the fair.

**In your report, you should describe what students enjoyed, explain what workplace skills they learnt about, and suggest improvements for next year.**

Here are some comments from students to help you:

'The teamwork challenge was fun.'

'I learnt why punctuality matters at work.'

'Some stalls were too busy.'

'There was not enough information about part-time jobs.'

**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> teamwork challenge was fun  <b>Detail / example:</b></p> <p><b>Extra idea:</b> uniform display made workplaces feel real  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>Workplace skills learnt</b>	<p><b>Idea:</b> students learnt why punctuality 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> some stalls were too busy  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> not enough information about part-time jobs  <b>Why / effect:</b>  <b>Suggestion:</b></p>





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### Exam-style report task

The careers coordinator wants a report on a visit from local employers. Write a report about the visit.

**In your report, you should describe what students found interesting, explain how the visit helped career planning, and suggest improvements for future visits.**

Here are some comments from students to help you:

'The hotel manager's talk was interesting.'  
'I understood which skills employers value.'

'Some talks were too long.'  
'There was not enough time to speak to guests.'

**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 interesting</b>	<p><b>Idea:</b> hotel manager's talk was interesting  <b>Detail / example:</b></p> <p><b>Extra idea:</b> real workplace stories held students' attention  <b>Detail / example:</b></p> <p><b>Idea of your own:</b>  <b>Detail / example:</b></p>
<b>How career planning was helped</b>	<p><b>Idea:</b> students understood which skills employers value  <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 talks were too long  <b>Why / effect:</b>  <b>Suggestion:</b></p> <p><b>Another issue:</b> not enough time to speak to guests  <b>Why / effect:</b>  <b>Suggestion:</b></p>

