



Public Places and Services

Report: reviewing a new library space

1. Lead-in discussion

Talk with a partner before you write.

1. What makes a library useful for students?
2. How can a public or school service meet different users' needs?
3. What problems can happen when a quiet space becomes popular?

Exercise 6 at a glance

Write a formal or semi-formal report. Use a clear title and subheadings. Cover the task fully. Develop ideas with details and examples. Make practical recommendations.

2. Exam-style task

Your school librarian has asked for a report about the new library space. Write a report for the librarian about the new space.

In your report, you should describe how students used the space, mention any problems students had, and suggest how the library space could be improved.

Here are some comments from students to help you:

'The quiet reading corner was really useful.' *'The computer area helped with research tasks.'* *'There was not enough seating at lunchtime.'*

Write about 120 to 160 words.

3. Model report

Report on the New Library Space

Introduction

This report reviews the new library space opened at the start of term. It describes how students used the space, mentions problems students had and suggests ways to improve the service.

How students used the space

The new study tables were used by students before school and during lunch breaks. Many students appreciated the quiet reading corner, especially those who wanted a calm place away from the playground. The computer area was also useful for students who needed to finish research tasks.

Problems students had

The main problem was limited seating during busy periods. Some students had to sit on the floor, while others left because there was no suitable workspace. A further issue was that the computer area became noisy when groups worked there together.

Recommendations

It is recommended that extra chairs be provided and that the computer area be separated from the quiet reading corner. Clear signs should also be displayed so that students understand which areas are for silent work.

4. Explore the model: structure, content and register

Work with the model report. Underline, label or make short notes.

Focus	What to find	Done?
Report structure	Find the title, introduction, main sections and recommendations.	
Content point 1	Where does the writer show that the space was used at different times?	
Content point 2	Where does the writer develop a point about different student needs?	
Content point 3	Where does the writer explain how limited space affected students?	
Audience and register	Where does the writer suggest changes to make the service clearer or more useful?	
Development	Find one extra detail, example or effect that improves the answer.	

5. Language from the task prompts

The task prompts can guide your grammar and content choices. Notice which language each prompt naturally needs.

Prompt	Useful grammar	Why it fits	Example from the model
student use	passive voice + time phrases	You are describing how a shared facility was used.	were used by students... / during lunch breaks...
problems	contrast language + cause/effect	You need to explain what happened when the space was busy.	while others... / because there was no...
improvements	passive recommendations + purpose clauses	You are suggesting practical changes and their purpose.	It is recommended that... / so that students...

6. Make it formal and organised

Notice how report phrases organise the response. Underline one useful report move for each purpose.

Job	Useful report phrases
state the purpose	This report reviews... / describes... / suggests ways to improve...
describe service use	were used by... / Many students appreciated...
identify pressure points	The main problem was... / A further issue was...
clarify recommendations	It is recommended that... / Clear signs should also be displayed so that...

7. Vocabulary and useful report phrases

Use chunks that sound natural for this task. You can also upgrade your writing with precise words and phrases.

Purpose	Useful chunks / language	Add your own
describe the space	new library space / study tables quiet reading corner / computer area	
describe use	before school / lunch breaks research tasks / calm place	
describe problems	limited seating / busy periods suitable workspace / became noisy	
make recommendations	extra chairs / separated areas clear signs / silent work	
use precise report wording	library space / service / suitable workspace quiet area / displayed	

8. Plan your own report

Use the same task, or change the details to another public place or school service, such as a library, park or community centre.

Prompt	My idea	Useful language
opening		
how students used it		
problems students had		
recommendations		

