



Safety and Rules

Report: evaluating a road safety campaign

1. Lead-in discussion

Talk with a partner before you write.

1. Why is road safety important near schools?
2. Which activities would help students behave more safely?
3. What safety problems might still remain after a campaign?

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 headteacher has asked for a report about a road safety campaign at your school. Write a report for the headteacher about the campaign.

In your report, you should describe what students learnt from the campaign, mention any safety concerns that remain, and suggest how road safety could be improved near the school.

Here are some comments from students to help you:

'The gate demonstration was useful.'

'I learnt why parked cars can be dangerous.'

'Cars still park on the yellow lines.'

Write about 120 to 160 words.

3. Model report

Report on the Road Safety Campaign

Introduction

This report evaluates the road safety campaign held at school last month. It describes what students learnt, mentions safety concerns that remain and suggests improvements near the school.

What students learnt

The practical demonstration at the school gate was the most useful part of the campaign. Students saw how difficult it can be for drivers to notice pedestrians when cars are parked close to corners. Many students also learnt the importance of waiting before crossing, even when traffic appears to be moving slowly.

Remaining safety concerns

Although the campaign raised awareness, several concerns remain. Cars are still being parked on the yellow lines outside the main entrance, which blocks the view for younger students. Some cyclists also continue to ride too quickly through the car park.

Recommendations

It is recommended that clearer signs be placed near the entrance and that staff supervision be increased at the end of the day. The school should also provide a separate cycle route to reduce risk in the car park.

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 what students learnt from a practical example?	
Content point 2	Where does the writer develop a point about risk near the school gate?	
Content point 3	Where does the writer explain why one safety concern remains serious?	
Audience and register	Where does the writer suggest actions to reduce risk?	
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 learning	modal verbs + observation language	You are explaining what students understood from a demonstration.	Students saw how... / can be...
remaining concerns	present continuous passive + relative clauses	You need to show that problems are still happening.	are still being parked... / which blocks...
improvements	passive recommendations + infinitives of purpose	You are suggesting formal safety actions.	It is recommended that... / to reduce risk...

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 evaluates... / describes... / suggests improvements...
explain learning	Students saw how... / Many students also learnt...
show continuing risk	Although... / several concerns remain... / still continue to...
recommend safety action	It is recommended that... / should also provide... to reduce...

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 campaign	road safety campaign / practical demonstration school gate / pedestrians	
describe learning	drivers notice pedestrians / parked close to corners waiting before crossing / traffic	
describe concerns	yellow lines / main entrance blocks the view / cyclists / car park	
make recommendations	clearer signs / staff supervision separate cycle route / reduce risk	
use precise report wording	safety concerns / raised awareness main entrance / supervision / risk	

8. Plan your own report

Use the same task, or change the details to another school safety campaign, rule change or public behaviour project.

Prompt	My idea	Useful language
opening		
what students learnt		
remaining safety concerns		
recommendations		

