



Shopping and Consumer Life

Report: reviewing a second-hand uniform sale

1. Lead-in discussion

Talk with a partner before you write.

1. Why might families be interested in buying second-hand school items?
2. What makes a school sale easy or difficult to use?
3. How can a sale be organised fairly for everyone?

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 business manager has asked for a report about a second-hand uniform sale held at school. Write a report for the business manager about the sale.

In your report, you should describe what families found useful about the sale, mention any problems with the sale, and suggest how the next sale could be improved.

Here are some comments from students to help you:

'The lower prices helped families a lot.'

'The size labels made clothes easy to find.'

'Popular sizes sold out too quickly.'

Write about 120 to 160 words.

3. Model report

Report on the Second-Hand Uniform Sale

Introduction

This report reviews the second-hand uniform sale held at school last month. It describes what families found useful, mentions problems with the sale and suggests improvements for the next event.

What families found useful

Many families appreciated the lower prices, especially for blazers and sports kit, which are usually expensive when bought new. The sale also helped families replace items that had been lost or outgrown during the year. Several parents said that the clear size labels made it easier to find suitable clothes quickly.

Problems with the sale

The main problem was that popular sizes sold out within the first hour. As a result, some families who arrived later had very little choice. A further issue was that the payment queue became too long because there was only one table for checking and paying.

Recommendations

It is recommended that families be given time slots according to year group to make the sale fairer. More payment points should also be provided so that queues can be reduced during busy periods.

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 why the sale was useful for families?	
Content point 2	Where does the writer develop a point with a specific example of school clothing?	
Content point 3	Where does the writer explain how limited stock affected fairness?	
Audience and register	Where does the writer suggest changes linked to organisation and waiting time?	
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
useful features	evaluative language + relative clauses	You are explaining what made the sale helpful and why.	lower prices... / which are usually expensive...
problems	cause/effect language + quantifiers	You need to explain how the problem affected some families.	As a result... / very little choice...
next sale	passive recommendations + so that	You are making formal suggestions and explaining the effect.	It is recommended that... / so that queues can...

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 improvements...
describe usefulness	Many families appreciated... / The sale also helped...
show effect of a problem	The main problem was... / As a result... / A further issue was...
recommend a fairer system	It is recommended that... / should also be provided 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 sale	second-hand uniform sale / blazers sports kit / clear size labels	
describe usefulness	lower prices / bought new replace items / suitable clothes	
describe problems	popular sizes sold out / little choice payment queue / checking and paying	
make recommendations	time slots / year group more payment points / busy periods	
use precise report wording	families / lower prices / suitable clothes fairer / payment points	

8. Plan your own report

Use the same task, or change the details to another school sale, pop-up shop or consumer event.

Prompt	My idea	Useful language
opening		
what families found useful		
problems with the sale		
recommendations		

