



Sports and Leisure

Report: reviewing an after-school sports club trial

1. Lead-in discussion

Talk with a partner before you write.

1. What makes an after-school sports club enjoyable for students?
2. How can sports clubs encourage more students to take part?
3. What problems can happen when clubs use shared facilities?

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 Head of PE has asked for a report about an after-school sports club trial. Write a report for the Head of PE about the trial.

In your report, you should describe what students enjoyed about the clubs, mention any problems during the trial, and suggest how the sports clubs could be improved next term.

Here are some comments from students to help you:

'There was a wider choice of activities.'

'Mixed-ability sessions felt welcoming.'

'The sports hall was overcrowded on Wednesdays.'

Write about 120 to 160 words.

3. Model report

Report on the After-School Sports Club Trial

Introduction

This report reviews the after-school sports club trial introduced this term. It describes what students enjoyed, mentions problems during the trial and suggests improvements for next term.

What students enjoyed

Students particularly enjoyed having a wider choice of activities, including badminton, basketball and fitness circuits. The mixed-ability sessions were also popular because students could take part without feeling that they had to be highly skilled. Several students said that the clubs gave them a positive way to relax after lessons.

Problems during the trial

The main difficulty was that the sports hall became overcrowded on Wednesdays. This meant that some activities had to be shortened or moved outside. A few students also found it hard to attend because the clubs finished after the late bus had already left.

Recommendations

It is recommended that clubs be spread across more days of the week. The finish time should also be reviewed so that students who use school transport can attend regularly.

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 choice increased student interest?	
Content point 2	Where does the writer develop a point about confidence or inclusion?	
Content point 3	Where does the writer explain how facilities affected the activities?	
Audience and register	Where does the writer suggest changes linked to access or timing?	
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 enjoyment	adverbs + examples	You are describing positive reactions and giving activity examples.	particularly enjoyed... / including...
problems	cause/effect language + had to	You need to explain how a practical problem changed the activities.	This meant that... / had to be...
improvements	passive recommendations + so that	You are making formal suggestions linked to participation.	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 improvements...
describe participation	Students particularly enjoyed... / were also popular because...
show practical impact	The main difficulty was... / This meant that...
link recommendation to access	It is recommended that... / should also be reviewed 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 trial	after-school sports club trial / badminton basketball / fitness circuits	
describe enjoyment	wider choice / mixed-ability sessions positive way to relax / after lessons	
describe problems	sports hall / overcrowded activities shortened / late bus	
make recommendations	spread across more days / finish time school transport / attend regularly	
use precise report wording	participation / mixed-ability / facilities reviewed / regularly	

8. Plan your own report

Use the same task, or change the details to another sports club, leisure activity or school fitness programme.

Prompt	My idea	Useful language
opening		
what students enjoyed		
problems during the trial		
recommendations		

9. Write your own report

Write a formal or semi-formal report for the task. Cover all the prompts, develop your ideas and organise the response clearly.

Report title _____

[illegible]

10. Self-check and peer-check

Success criteria	What to check	Self	Peer
Content	All task points are covered and developed with relevant details or examples.		
Report structure	The answer has a clear title, introduction, organised sections and recommendations.		
Audience and register	It sounds formal or semi-formal and suitable for the audience in the task.		
Prompt-led grammar	Grammar fits the task, such as adverbs, examples, cause/effect language and passive recommendations.		
Cohesion	Ideas connect naturally with linkers such as firstly, secondly, as a result and a further issue.		
Vocabulary	Useful chunks, topic words and precise phrases improve the report.		
Accuracy	Spelling, punctuation and sentence control are clear enough for the reader.		
WWW:			
EBI:			