



# Transport and Travel

Report: reviewing Cycle to School Week

## 1. Lead-in discussion

Talk with a partner before you write.

1. What could encourage students to cycle to school?
2. What safety concerns might students or parents have?
3. What tone should a report for a transport coordinator use? Why?

### 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 transport coordinator has asked for a report about Cycle to School Week at your school. Write a report for the transport coordinator about the Cycle to School Week.

**In your report, you should describe student participation in the week, mention any safety concerns, and suggest how cycling to school could be encouraged in future.**

Here are some comments from students to help you:

*'Cycling helped me feel energetic in the morning.'*

*'The bicycle check-up stall was useful.'*

*'The road outside the gate was crowded.'*

**Write about 120 to 160 words.**

## 3. Model report

### Report on Cycle to School Week

#### Introduction

This report summarises feedback on Cycle to School Week, which took place earlier this term. It describes student participation, mentions safety concerns and suggests ways to encourage cycling in future.

#### Participation and benefits

Participation was strongest among students who already lived close to school. These students reported that cycling was quicker than walking and helped them feel more energetic in the morning. The bicycle check-up stall was also useful because several minor problems, such as loose brakes, were repaired before students rode home.

#### Safety concerns

Safety concerns were raised by both students and parents. The road outside the main gate became crowded before registration, and some younger cyclists were unsure where to park. A few parents also felt that helmets were not being worn consistently.

#### Future encouragement

It is recommended that a supervised cycle lane be marked near the school entrance during future events. It is also suggested that secure bicycle parking be clearly signposted and that helmet reminders be shared with families.

## 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 describe student participation?	
Content point 2	Where does the writer explain a benefit of the event?	
Content point 3	Where does the writer report safety concerns?	
Audience and register	Where does the writer make suggestions for future events?	
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 participation	participation language + superlatives	You are describing who took part and why.	Participation was strongest... / students reported that...
safety concerns	passive voice + place language	You need to report concerns about roads and parking.	concerns were raised... / outside the main gate...
future encouragement	passive recommendations + and that	You are making several linked formal suggestions.	be marked... / be signposted and that...

## 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 summarises... / describes... / suggests ways to encourage...
present participation	Participation was strongest among... / These students reported that...
shift to safety concerns	Safety concerns were raised by... / A few parents also felt...
link recommendation to safety	To improve safety, it is recommended that... / It is also suggested 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 event	Cycle to School Week / student participation bicycle check-up stall / loose brakes cycling to school / morning journey	
describe findings	Participation was strongest among... students reported that... / was also useful	
describe concerns	Safety concerns were raised main gate became crowded / younger cyclists	
make recommendations	It is recommended that... It is also suggested that... secure bicycle parking be signposted	
use precise report wording	supervised cycle lane / secure bicycle parking consistently / future events	

## 8. Plan your own report

Use the same task, or change the details to another Cycle to School Week or similar school activity.

Prompt	My idea	Useful language
opening		
student participation in the week		
any safety concerns		
suggestions / recommendations		

