

| Report A | Useful language | |
|---|--|--|
| <p><u>Beach Side Campsite</u> Beautiful scenery Within walking distance of beach <i>But ...</i> No discount for children over six years old Noisy parties at night Dirty showers Children's park dangerous Water supply far away Staff don't speak English</p> | <p><i>My report looks at ...</i> <i>My report aims to ...</i> <i>The purpose of my report is ...</i> <i>First ...</i> <i>One problem is ...</i> <i>Another problem is ...</i> <i>The main problem is ...</i></p> | <p><i>I suggest ...</i> <i>There are a number of ways ...</i> <i>Another option worth considering ...</i> <i>The best solution would be ...</i> <i>... should ...</i> <i>In conclusion, ...</i></p> <p>Score _____</p> |

| Report B | Useful language | |
|---|--|--|
| <p><u>Fitness Express Sports Club</u> Central location Teachers friendly <i>But ...</i> No discount for students Unhealthy food in café Drinks machines often out of order Limited range of classes Changing rooms cold Not enough lockers</p> | <p><i>My report looks at ...</i> <i>My report aims to ...</i> <i>The purpose of my report is ...</i> <i>First ...</i> <i>One problem is ...</i> <i>Another problem is ...</i> <i>The main problem is ...</i></p> | <p><i>I suggest ...</i> <i>There are a number of ways ...</i> <i>Another option worth considering ...</i> <i>The best solution would be ...</i> <i>... should ...</i> <i>In conclusion, ...</i></p> <p>Score _____</p> |

| Report C | Useful language | |
|---|--|--|
| <p><u>Europa Language School Library</u> Wide range of novels Light and sunny <i>But ...</i> Insufficient grammar books Overcrowded in afternoons Closes at 3.30pm Not enough computers Only old DVDs Some headphones broken</p> | <p><i>My report looks at ...</i> <i>My report aims to ...</i> <i>The purpose of my report is ...</i> <i>First ...</i> <i>One problem is ...</i> <i>Another problem is ...</i> <i>The main problem is ...</i></p> | <p><i>I suggest ...</i> <i>There are a number of ways ...</i> <i>Another option worth considering ...</i> <i>The best solution would be ...</i> <i>... should ...</i> <i>In conclusion, ...</i></p> <p>Score _____</p> |

Activity

Group work: speaking, note taking

Aim

To prepare and present three reports

Language

Typical expressions for report writing

Preparation

Make and cut up one copy of the report cards for each group of six students.

Time

30–40 minutes

Lesson link

Unit 4, pages 56–57

Teaching notes

Procedure

- › Students work in pairs. Explain that each pair is going to receive information about a facility that has received money to carry out some improvements.
- › Give each pair one of the report cards. Make sure you give Report A to the first pair, Report B to the second pair and Report C to the third pair, and so on around the class, as the A, B, C pairs will join together later on.
- › Ask the pairs to read about their facility. They should then write detailed notes for a report, mentioning the problems of their facility and suggesting ways to use the money to solve these problems.
- › Draw students' attention to the Useful language, and if you feel it is necessary, go through the phrases with the class.
- › Circulate and check students are discussing possible solutions and writing notes, helping where you feel it is necessary.
- › When students have completed their notes, ask Pairs A, B and C to join together.
- › Each pair gives a mini presentation of their proposal to the two other pairs. During the presentation, both students from the pair should take it in turns to speak about the different points. They can use their notes, but should not simply read from them directly.
- › Explain that when a pair gives their presentation, another student should listen and tick the Useful Language expressions they use. They tell that pair their score when they have finished.
- › When all pairs have finished their presentations, get some feedback from the class. Ask which pairs got the best scores and ask various students about the suggestions they made.

Extension

Students write a report about their facility for homework. They should write 140–190 words in an appropriate style.