

How to Write a Report (B2 Level)

1. Structure of a Report

Title

Brief and descriptive (e.g., 'Report on School Canteen Facilities').

Introduction

State the purpose of the report. Use phrases like: 'The aim/purpose of this report is to...', 'This report outlines...'.

Main Body (with Subheadings)

Divide your findings into 2-3 clear sections. Use headings like 'Current Situation', 'Feedback from Students', etc.

Conclusion & Recommendations

Summarize your findings and give advice. Use phrases like: 'In conclusion...', 'I would strongly recommend...', 'It is suggested that...'.

2. Key Phrases (B2 Vocabulary)

- It appears that / It seems that...
- The majority of students expressed...
- According to the survey...
- One significant advantage is...
- On the other hand...
- Therefore, it is recommended that...

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3. Sample Report: Local Public Transport

REPORT ON LOCAL BUS SERVICES

Introduction

The purpose of this report is to evaluate the current bus services in our district and suggest improvements based on a student survey.

Current Situation

The majority of students (75%) use the bus to get to school. While most buses are on time, there are significant delays during peak hours (7:30 - 8:15 AM). Furthermore, some buses are often overcrowded.

Ticket Pricing

According to our findings, many students feel that the monthly pass is too expensive. Compared to other cities, our prices are approximately 15% higher.

Conclusion and Recommendations

In conclusion, the local bus service is reliable but lacks capacity during rush hours. I would strongly recommend:

1. Increasing the frequency of buses between 7:30 and 8:30 AM.
2. Introducing a discounted 'Junior Pass' for students under 18.

If these measures are implemented, it is likely that even more students will choose public transport over cars.

ADDITIONAL SAMPLE: REPORT ON SCHOOL CANTEEN FACILITIES

Introduction

This report aims to assess the quality of food and service in the school canteen and to recommend improvements.

Findings

Most students are satisfied with the variety of meals offered. However, a common complaint is the lack of healthy vegetarian options. Additionally, the seating area is often too noisy during the main lunch break.

Recommendations

To improve the experience, it is suggested that the canteen introduces a daily salad bar. Furthermore, installing sound-absorbing panels could reduce the noise level significantly.