

# 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.

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### 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.