

Report

What to expect in a Part 2 report

- A report task normally requires you to provide information – factual or invented – about a situation in the present or past. You may also be asked to suggest a future course of action.
- The instructions make the situation clear, and also who you are writing to: this could be, for example, a college tutor, a manager at work, or members of a club.

How to do a Part 2 report

- As with any question that you choose in Part 2, make sure you can quickly think of some relevant ideas to write about, possibly including any experience you or someone you know may have had.
- Make sure you write in an appropriate style: for a report this is usually neutral or formal.
- Plan your report in a logical order, using headings. The headings will depend on the precise situation, but the first might be *Background* or *Introduction* and the last might be *Recommendation*.

Practice task and model answer

- 1 Read the Part 2 task below and answer the questions.

- 1 What is the report about?
- 2 Who is the intended reader of your report?
- 3 What three things must you write about?

Six months ago, your company started to sponsor a local sports club and your manager has asked you to write a progress report.

Your report should explain why your company chose to sponsor that sports club, describe the form that the sponsorship takes, and suggest with reasons why it should or should not continue.

Write your report.

- 2 Read this model report and answer the questions.

- 1 How formal is the report? Give three examples of this style.
- 2 Which heading matches each part of the instructions?
- 3 What recommendation is made?

Report on sponsorship of youth football team

Introduction

The purpose of this report is to assess the company's sponsorship of the local youth football team.

Reasons for sponsorship

The company received negative publicity when a chemical leakage from the factory polluted the river. It was therefore decided that efforts should be made to improve the company's image locally. The town's youth football team was chosen as it was struggling financially. It was felt that helping the club would provide very positive publicity for the company.

Details of sponsorship

The company offered to meet the football club's expenses in full, initially for two years. Sponsorship covers the cost of hiring the council-owned football pitch that the club uses. **Previously the club could only afford to hire the pitch for three hours once a week; the company has doubled this to two three-hour sessions each week.**

The company has also agreed to pay for a new football kit for club members, which should be available before the start of the next football season.

Recommendation

Some letters in local newspapers suggest that the company's motives for sponsoring the team were suspect. However, this is outweighed by a considerable amount of positive publicity, as the youth football club is very popular in the town and its financial struggles were a cause of concern. For this reason, and because the sponsorship has raised the company's profile and greatly improved its image locally, I strongly recommend that we continue.

Title

Gives the purpose of the report, in different words from the instructions.

Section headings

Explains why the company decided to start sponsorship, and why it chose the football team.

Gives details of the form the sponsorship takes.

Shows how the club benefits from being sponsored.

Considers both negative and positive effects.

Reports usually (but not always) include a recommendation about future action.