Report

Present facts clearly, with headings, and finish with recommendations. Organised, formal, impersonal.

Plantilla para escribir un report en los exámenes Cambridge: encabezados, estructura, frases y modelo.

1 Where will you write it?

En qué examen aparece

A2	B1	B2	C1	C2
A2 Key	B1 Preliminary	B2 First	C1 Advanced	C2 Proficiency
Not in this exam	Not in this exam	140–190	220–260	280–320
		Part 2 · option (B2 First only)	Part 2 · option	Part 2 · option

In B2 First for Schools there is a story instead of a report.

2 Know your reader

Lector, registro y objetivo

WHO READS IT?
A manager, a teacher, a committee or a club.

REGISTER
Formal and impersonal. Facts first, opinions only in the recommendations.

YOUR GOAL
Inform the reader about a situation and recommend action.

3 Structure

Estructura párrafo a párrafo

Title Título	To: ... From: ... Subject: ... — or a clear title.	
Introduction Introducción	The aim of the report and how you got the information.	**25** words
Heading 1 Sección 1	First area: facts, findings, examples.	**50** words
Heading 2 Sección 2	Second area: facts, findings, examples.	**50** words
Recommendations Conclusión	Sum up and recommend action.	**40** words

Word guide based on a B2 First report (140–190 words). Adjust for your level.

4 Plan your time

Cómo repartir el tiempo

2–3 min	5 min	25–30 min	5 min
Read	**Plan**	**Write**	**Check**
Underline every point.	Paragraphs + key phrases.	Follow your plan.	Use the checklist.

One task at B2–C2 ≈ 40–45 minutes. B1 Preliminary ≈ 20 minutes per task: same four steps, shorter.

5 Useful language

Frases útiles por nivel

Function	B1 B2 Good	C1 C2 Even better
Purpose Objetivo	The aim of this report is to... · This report looks at...	The purpose of this report is to evaluate... · This report outlines...
Findings Datos	Most students said... · Many people think...	The majority of respondents... · It was found that... · According to...
Positive / negative Valorar	One advantage is... · A problem is...	A major drawback is... · ...proved to be popular.
Generalising Generalizar	In general, ... · Most of...	On the whole, ... · By and large, ...
Recommending Recomendar	I recommend... · It would be a good idea to...	It is recommended that... · I would strongly suggest...

6 What the examiner checks

Los 4 criterios de corrección

Content
Contenido
Cover each point in the task under its own heading.

Communicative Achievement
Registro y efecto
Formal and impersonal. Use the passive and reported findings.

Organisation
Organización
Headings and short paragraphs. Easy to scan.

Language
Lengua
Precise, neutral vocabulary. Avoid emotional language.

B1 Preliminary to C2 Proficiency writing is marked on these four criteria, each out of 5.

7 Spanish speakers' traps

Errores típicos

✗ ~~I think the gym is horrible.~~
✓ **The gym appears to be outdated.**
impersonal, not emotional

✗ ~~The 80% of students...~~
✓ **80% of students...**
no "the" with percentages

✗ ~~In the other side...~~
✓ **On the other hand...**
on the other hand

✗ ~~Most of students...~~
✓ **Most students... / Most of the students...**
most **of the**

✗ ~~Recomendations~~
✓ **Recommendations**
one c, two m

✗ ~~I suggest to open...~~
✓ **I suggest opening... / that we open...**
suggest + -ing / that

8 Level up a sentence

Sube de nivel

B1	A lot of students think the gym is bad.	Too personal and vague.
B2	**Most students feel that** the gym equipment is **out of date**.	Reported finding + precise phrase.
C1	**The majority of respondents** felt that the gym equipment was **in need of replacement**.	Formal reporting language.
C2	**It emerged that** the gym equipment was **widely regarded as** outdated and, in some cases, unsafe.	Impersonal structures.

9 Model answer

Respuesta modelo · B2 First

162 words

Task: Your college director wants a report on the sports facilities. Describe them, say what students think, and suggest improvements.

Report on the college sports facilities

Introduction

1 The aim of this report is to assess the college sports facilities and suggest improvements. It is based on a survey of 60 students carried out last month.

Current facilities

2 The college has a gym, a basketball court and changing rooms. The court proved to be very popular, but the majority of students felt that the gym equipment is old and often broken. The changing rooms were also described as small and crowded.

Opening hours

3 A major drawback is that the facilities close at 6 p.m. Many students said they would use the gym more if it opened in the evening, as most of them have classes or part-time jobs during the day.

Recommendations

4 It is recommended that the college replaces the gym equipment and extends opening hours until 9 p.m. I would also suggest offering yoga classes, as several students asked for them. These changes would encourage more students to keep fit.

1 Aim + source of information.
2 Facts + survey findings.
3 Problem stated neutrally.
4 Clear, practical recommendations.

10 Before you hand it in

Revisa antes de entregar

- [ ] I used a title and clear headings.
- [ ] I covered every point in the task.
- [ ] I used some passives / impersonal phrases.
- [ ] I gave clear recommendations.
- [ ] The introduction states the aim.
- [ ] Facts first, opinions only in recommendations.
- [ ] No contractions, no emotional language.
- [ ] I checked the word count.

11 Now you try

Ahora te toca a ti

B2 The tourist office wants to attract more visitors to your town. Write a report: what can visitors do now, and what could be improved?

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