

Units 9 & 10 Writing worksheet

Writing a report

GOAL: write a report for a school magazine.

Include: appropriate language and layout; numbers and percentages; connectors for comparison and contrast; expressions for organising information.

1 Discuss the questions in small groups.

- 1 How do you feel about shopping?
- 2 Where do you shop? Why?
- 3 What were the last three things you bought?

2 Read the report about the results of a survey at a UK school. How similar are teenagers in Cyprus in your opinion?

The main reasons why teenagers visit shopping centres

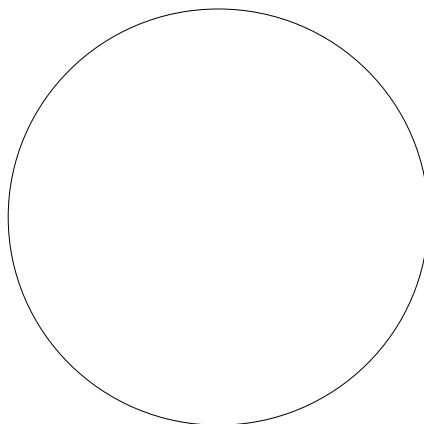
¹ This report looks at the results of a survey in a UK school. The survey asked 300 students about the main reasons teenagers visit shopping centres. The four top reasons in order of popularity were to meet friends, buy personal items, eat out and spend time with family.

² The survey indicated that just over 40% of the teenagers chose seeing friends as the number one reason for visiting shopping centres, compared to only a quarter who visited shopping centres to buy things. While spending time with friends was the most popular reason, spending time with family was the least popular. Only 15% of the teenagers in the survey gave being with their family as their main reason.

³ Overall, it can be seen that meeting friends was more important to the teenagers than buying things, despite meeting in a shopping centre. Spending time with family was the least important reason for visiting the centres.

3 Read the text from Exercise 2 again. Complete the pie chart using the numbers provided in the text.

**REASONS WHY TEENAGERS
VISIT SHOPPING CENTRES**



Writing skill using appropriate language and layout

Reports present information clearly and formally.

Report writers avoid giving opinions or speculating about the data. Instead, they describe the most important points in the data which give the reader the results.

Paragraphs are clear and well organised. They usually start with a signpost phrase.

***In addition**, shopping centres are popular because they are sociable places for friends to meet.*

***To conclude**, there are two main reasons why online shopping is so popular.*

4 Match the paragraphs from the text in Exercise 2 with the headings below. Then write the first signpost phrase used in each paragraph.

Results Summary Introduction

Paragraph	Heading	Signpost phrase
1		
2		
3		

5 Review the text in Exercise 2 and tick (✓) what you should include in a report.

- | | |
|-------------------------|-------|
| 1 numbers | _____ |
| 2 long descriptions | _____ |
| 3 opinions | _____ |
| 4 reasons | _____ |
| 5 main points from data | _____ |
| 6 comparisons of facts | _____ |

Writing mechanics including numbers and percentages

Numbers and percentages are important in reports. They are often the clearest way to show the results of something.

300 2 million

nine 12% (or 12 per cent)

Report writing should be factually accurate. Use words and phrases to show when the numbers are not exact.

almost 300 just over 2,000

approximately 50% just under 100

You can also describe the number or percentage in words.

a small number of ... a large percentage of ... the highest percentage of ...

half of a quarter of ...

6 Underline examples of numbers, percentages and number phrases in the text in Exercise 2.

7 Write these numbers and percentages in a different way.

- | | |
|-------------|-------|
| 1 19% | _____ |
| 2 7 | _____ |
| 3 98% | _____ |
| 4 9,001,348 | _____ |
| 5 14,966 | _____ |
| 6 50% | _____ |

Writing mechanics using connectors of comparison and contrast

We use connectors of comparison and contrast to show the relationship between two things. Check the grammar when you use these connectors.

Connector + noun

Like *younger children, most teenagers spent their money at the weekend.*

Compared to *adults, teenagers spend more money at the cinema.*

Connector + clause

*Teenagers used to eat at home at the weekend **while** nowadays they tend to eat out.*

Although *teenagers spend more, they also save more.*

*People think shopping online is good. **However**, older people still like to go to the shops.*

Connector + noun or gerund

Despite *teenagers having more money, they still want cheaper products.*

Despite *having more ways to communicate, some people believe we are worse at communication than ever before.*

8 Underline three connectors of comparison and contrast in the report.

9 Join the sentences with connectors from the Writing mechanics box. You can change the order of the sentences and the verb tenses if necessary.

1

Most people have the internet at home now.

20 years ago only a few people had the internet at home.

Many people are connected to the internet all the time.

.....
.....
.....
.....

2

Only 10% of people have desktop computers.

Over 90% have smartphones.

A large percentage of people have more than one phone.

.....
.....
.....
.....

3

Girls like reading fiction books.

Boys prefer reading non-fiction books.

Girls like reading non-fiction books, too.

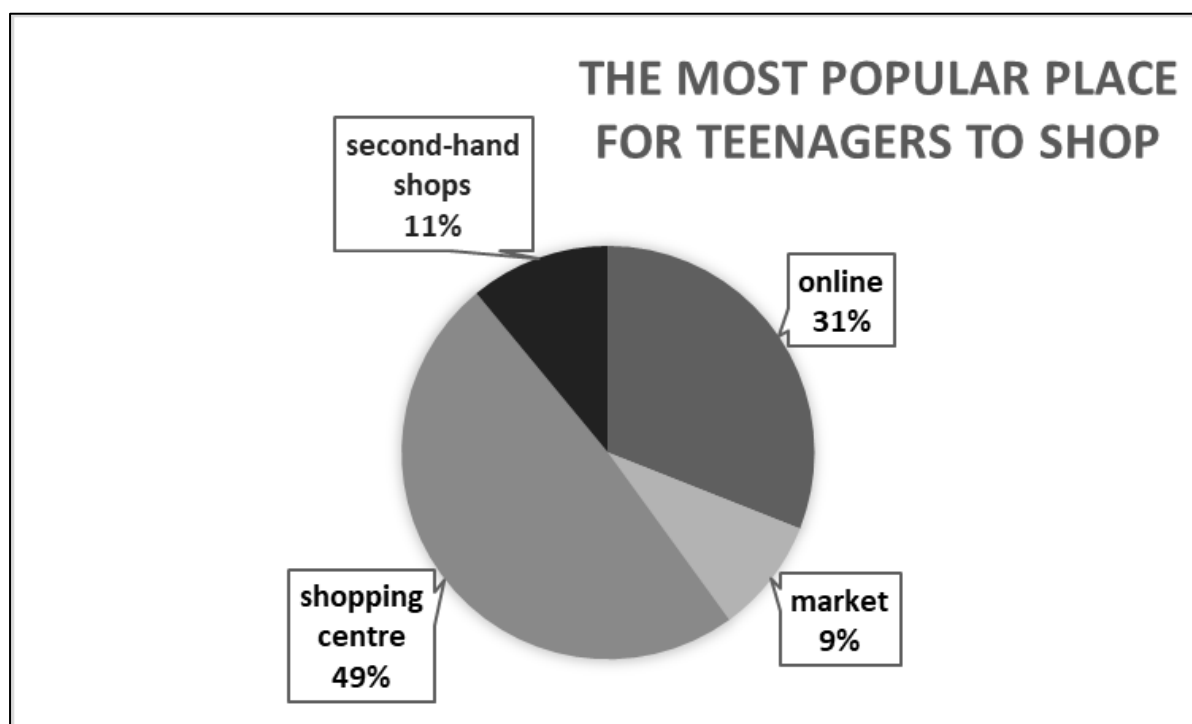
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WRITE

10 Prepare to write a report for a school magazine. Read the data from a school survey in the UK below. Then make a note of main points on the plan.



Main point 1

.....

Main point 2

.....

Main point 3

.....

11 Look at the *Key language* box. Which expressions does the writer use in the text in Exercise 2?

Key language expressions for organising information

Introducing the topic

A survey was conducted ...

The results of the survey are shown on ...

This report looks at

Based on a survey of ...

The survey asked ...

The chart shows that ...

The survey indicated that ...

Identifying points

It can be seen that ...

There are three key points ...

The number of ...

A major ...

Giving an overview

Overall, ...

To summarise, ...

In conclusion, ...

12 Write your report for the school magazine. Use your notes on main points and expressions from the *Key language* box. Write 120–150 words.

13 Read your partner's work and tick (✓) the checklist.

Has your partner ...

☐ ... used appropriate language and layout?

☐ ... included numbers and percentages?

☐ ... included connectors for comparison and contrast?

☐ ... used expressions for organising information?

14 How similar or different is your report to your partner's?