

Units 5 & 6 Writing worksheet

Writing a short report

GOAL: write a short report for a student newsletter.

Include: cause, effect and solutions; formal words for reports; names and dates.

1 Which of these is the biggest issue where you live? Number the issues in order (1= the biggest issue).

- ___ polluted air in cities
- ___ fewer wild plants and animals
- ___ not enough water in summer
- ___ litter on the streets

2 Read the report from a student website and answer the questions.

- 1 Which issue from Exercise 1 does the report discuss?
- 2 Where does the writer get the research about the issue from?

Air pollution – causes and solutions

Many cities have environmental problems such as litter and not enough water. However, in my city the big problem is polluted air.

Last month, a local environmental group did a study on this topic. Jack Marshall, the group's leader, wrote an excellent article for the local newspaper on 17 November. According to Marshall, the main cause of this issue is too many cars. This is due to expensive and unreliable buses. In addition, car parking is cheap. As a result, it is easier for people to drive.

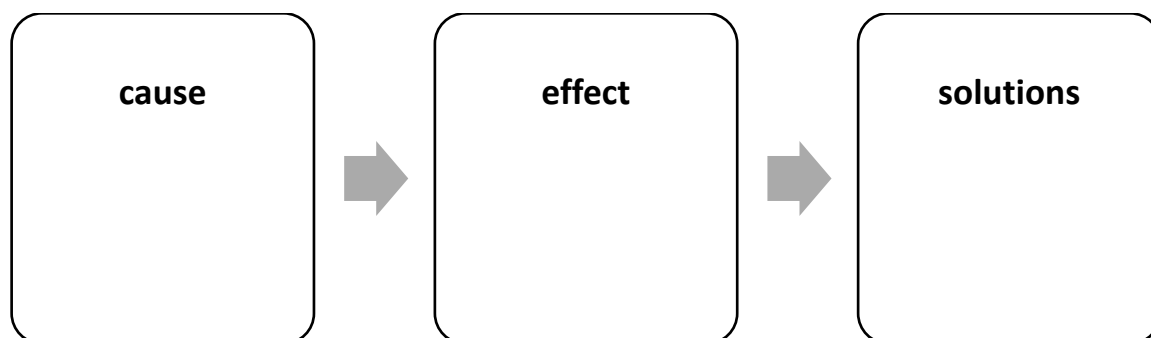
More and more people are getting sick from air pollution. Therefore, we need to reduce it. To solve this problem, we need to make buses more frequent, bus tickets cheaper and car parking more expensive. Another answer is to create more cycle paths for cyclists. As Marshall stated, we need to work together to solve these environmental problems before it is too late.

Writing skill writing about cause, effect and solutions

When we write about an issue, we can also write about the reasons for the issue, and we can give ideas for helping with the issue.

cause	→	effect	→	solutions
(the reason for the issue)		(the issue)		(ways to help)

3 Use the information from the report to make notes on the diagram. Add other solutions to this issue.



4 Look at the *Key language* box. Which expressions are in the report?

Key language expressions for discussing cause, effect and solutions in a report

Cause

The main cause of ... is ...

... because ...

... is due to ...

Effect

This leads to ...

As a result, ...

Consequently, ...

Therefore, ...

Solution

One solution is to ...

Another answer is to ...

To solve this problem, we need (to) ...

5 Choose the correct phrase to complete the sentences.

1 People use their cars for very short journeys. *Another answer is / This leads to* a lot of traffic in the centre of the city.

2 Some plants and animals are disappearing. *To solve this problem, / Consequently,* the government can make a law.

3 The amount of rubbish in the streets is *as a result / due to* the small number of bins around the city.

4 There is not enough water in the hot summer months. *One solution / The main cause* is to use less water in the home.

Writing mechanics using formal language for reports

Different types of writing have different styles. For example, reports and essays use more formal language. This can mean using different words.

~~In the end~~ → *In conclusion,*

~~so~~ → *Therefore,*

~~but~~ → *However,*

More formal language can also mean fewer or no contractions.

~~They've got a solution.~~ → *They have a solution.*

6 Find formal words and phrases from the text in Exercise 2 and match to the informal phrases below.

- 1 it's _____ 4 also _____
2 really great _____ 5 but _____
3 so _____ 6 lots of _____

7 Rewrite the following part of a report in more formal language.

The main cause of the problem is that there are lots of people using cars. People really love driving, but it's really bad for the environment. In the end, we'll all have to change. People can't do this on their own and so the government needs to help.

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Writing mechanics referring to people and dates

The way we refer to people and dates in English may be different from other languages.

People

Use the person's full name when you first refer to him or her. After that, use only the surname. (You do not need to use titles such as *Mr* and *Ms*.)

*The journalist **Mia Meadows** gave the main talk and then other group members gave shorter presentations. In her talk, **Meadows** described the results of the project.*

Dates

There are different styles for writing dates in English.

14th March 2019 14 Mar 2019 March 14 2019

Choose one style and use it throughout your writing.

*The problem started on 22nd February and it continued to **April 4**. → 4th April*

8 Circle the names in the report and underline the date.

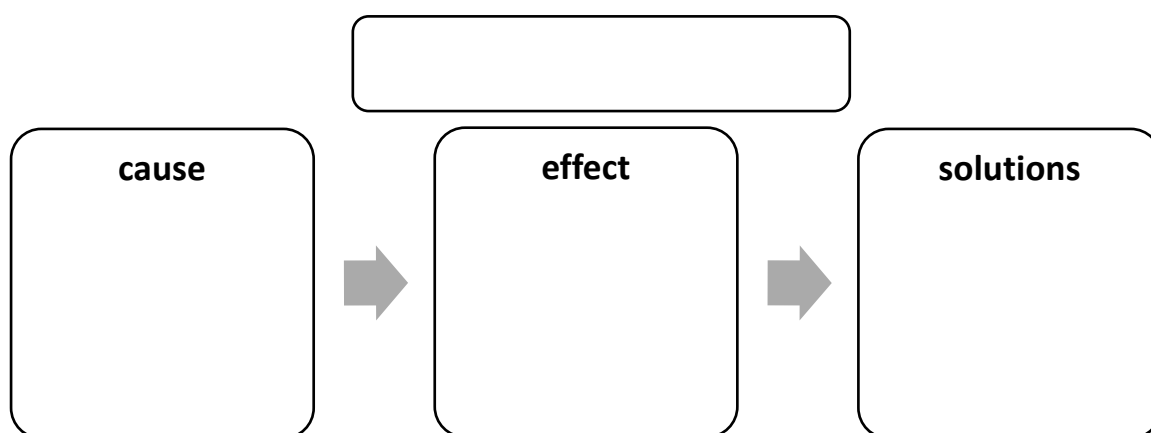
9 Find and correct the mistakes with names and dates in the paragraph below.

On September 23 2018, Ms Maria Collins wrote about the issue in the local newspaper. By 16th Oct the article had more than 500 comments. Ms Maria wrote about the same issue again on December 18th. However, fewer people responded to that report.

WRITE

10 Read the report title and the researched points below. Complete the diagram using the title, the research points and your own ideas.

Report title	Rubbish in our city streets – causes and solutions
Researched points	Charith Johnson, leader of the <i>Keep the City Tidy</i> group Article for an environmental website. Published January 30 th Main points of article: <ul style="list-style-type: none">• Not enough litter bins• Not enough people collecting litter• No penalty for dropping litter



11 Review your notes on the diagram and choose which information to include in the report.

12 Write your report for a student newsletter. Use the diagram, more formal language, names and dates, and expressions from the *Key language* box. Write 80–100 words.

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

Has your partner ...

- ☐ ... included the cause, the effect and at least one solution?
- ☐ ... used expressions for discussing cause, effect and solutions?
- ☐ ... used formal language?
- ☐ ... referred to people and dates?