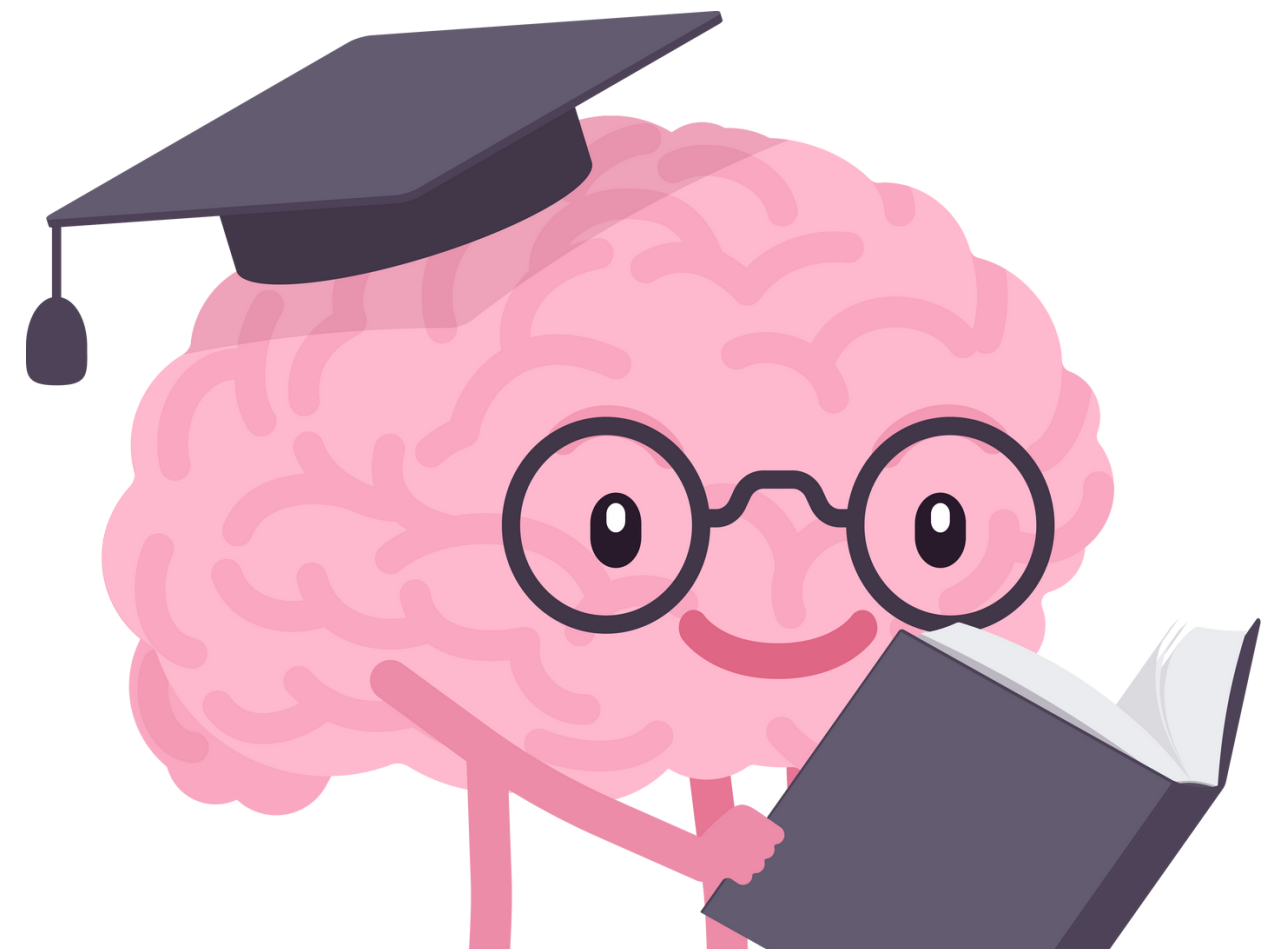


English for B2 FCE



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Objectives Of The Lesson

By the end of the lesson, students will be able to;

- 1.practice Test 04 PART 02 picture description in an interactive way.
2. revise the structure of report writing and write a draft on the report writing task on Pre Test 02 paper methodically.
- 3.identify adverbs or manner and attitude and complete the grammar tasks accurately.

Let's check your memory

Ms.Kasuni is going to throw a massive party for her friends and family so she needs to do groceries and get ready for that.

Some important details are mentioned below.

1. Party will start at 7pm
2. Number of invitees will be 10
3. One invitee is expecting a baby
4. Two of invitees are allergic to eggs
5. Three of invitees are vegetarians

I will go to the supermarket and buy

Report Writing

A report is more commonly known as a “description of an event or situation”. The target audience of a report probably would be “a superior (e.g. a boss or college principal) or a peer group (e.g. club members or colleagues).”

Some examples of report writing are:

1. News Report
2. Weather Report
3. Annual / Financial Report

Report Writing

Characteristics of report writing:

1. Maintains a formal writing style
2. Headings are compulsory
3. Requires a specific vocabulary areas
4. content is more factual and draws on the prompt material.

Candidates are highly required to plan the task before writing

1. to evaluate to what extent a particular aim has been achieved.
2. to suggest an alternative course of action.

Planning the task

Read the question carefully and underline the main areas need to be included.

- 2 Your school has recently published the first issue of the school magazine. Now your teacher has asked you to write a report, saying what your classmates like or dislike about the articles, the sports page and the school news section, and making suggestions on how the magazine could be improved.
- Write your report.

The outline of the report includes 4 paragraphs

1. Introduction [30 - 40 words]
2. Heading 1 + Main Paragraph [50 - 60 words]
3. Heading 2 + Main Paragraph 2 [50 - 60 words]
4. Heading 3 + Conclusion [suggestions] [40 - 60 words]

Should headings be creative or factual?

Headings of a report doesn't have to be creative unlike in article writing but a heading must be;

1. factual 2. easy to understand (precise but not lengthy)

2 Your school has recently published the first issue of the school magazine. Now your teacher has asked you to write a report, saying what your classmates like or dislike about the articles, the sports page and the school news section, and making suggestions on how the magazine could be improved.

Write your report.

Examples:

The first issue of BGS Buzz

What students like vs. dislike

Examples:

Sports page & the school news section

Suggestions / Recommendations for

consideration

Introduction

The main objective of the introduction is to state the aim of the report and briefly explain the outline of the report. You can also include ways did you find information etc.

Few ways to begin the introduction

1. This report describes / deals with
2. The aim / purpose of the report is to

Passive voice structures help to maintain an impersonal tone.

ex: This report describes preferences of grade 12 B students regarding the first issue of the school magazine BGS Buzz and provides recommendations for the second issue. Information was gathered through a class vote based on the articles and interviews were conducted individually.

Read & Assess

You have just completed six months in a new job. In preparation for a progress meeting, you have been asked to write a report to your manager. Your report should explain what you feel you have achieved in the job so far, describe any problems you have had, and suggest any future training that would be suitable.

How would you score the task under
Content
Language
Organization
Communicative Achievement?

Candidate D

My job at the wolcraft company

This report is about my new job as a product designer at the wolcraft company and about my first six months of work experience.

The working conditions

When I first came here for an interview I got very impressed by the architecture of the main building. This still excites me every day when I go in to get to my room where I have been working from the first day on.

I really like the working atmosphere in here not just because my colleagues are very friendly and we do lots of projects in groups. When started working here six months ago my task was to design little products, for instance screwdrivers. But now I am allowed to work on bigger and more important projects which motivates me to put a lot of effort in my work. For me there is only one problem concerning my job at the wolcraft company. We have many workers coming here by car so it is really hard to get my car parked if I am not very early in the morning. For me there is no possibility to get here with public transport because in my home town there isn't even a small train station.

Future training

I have already had a training to improve my skills concerning the work with the new computer programme. I think the company should continue offering these training so we can keep up to date.

So all in all, I am very happy with my job here.

Pair work: Make improvements

Read the responses again and make relevant improvements to the response and maintain the suggested word count 140 - 190

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Assessment with feedback

SUBSCALE	MARK	COMMENTARY
Content	4	There are some minor irrelevances, particularly at the beginning of the report about working conditions and what the building looks like but the target reader would be fully informed about how the candidate feels about this job. The candidate explains what they have achieved in their job (<i>now I am allowed to work on bigger and more important projects</i>). A problem is described, but it is not completely relevant to the actual job they are doing (<i>it is really hard to get my car parked</i>) and is probably not an issue that their manager can resolve. Suggestions are made for further training (<i>the company should continue offering these training so we can keep up to date</i>).
Communicative Achievement	2	The layout of the report uses the conventions of the task effectively. There is a title, an introductory overview of the report, sub-headings and a conclusion. The register slips occasionally (<i>I got very impressed; This still excites me; I am very happy with my job here</i>) and the second point about car parking is not relevant in a progress report to a manager. The report is polite, generally formal, and it communicates straightforward ideas which hold the reader's attention.

Assessment with feedback

Organisation	2	The text is well organised and coherent. The structure is clear and logical, dealing with each point individually and using a variety of cohesive devices and linking words. There are examples of both external and internal cohesion in the use of headings and referencing within paragraphs to reduce repetition (<i>When I first came here...This still; I really like...not just because; my colleagues...we do; my task was...now I am allowed</i>).
Language	2	There is a range of suitable everyday vocabulary used appropriately (<i>working atmosphere; colleagues; projects; task; motivates</i>). There is a range of simple and some more complex grammatical forms (<i>where I have been working</i>) used with control. There are some errors (<i>a training; these training</i>) but these do not impede communication.

Total would be: C4 L2 O2 C2

10/20