Writing: a report

Englisch · Klasse 7/8 · mittel · Lösungen

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Name: _____ Datum: _____

1 Report or story? Write R or S.

A report gives facts: who, what, when, where, why, how. No feelings, no suspense, no direct speech.

a) On Monday, 12 May, Year 8 visited the Science Museum in Manchester. *R*

b) It was the strangest day of my life. *S*

c) The trip started at 8 a.m. and ended at 4 p.m. *R*

d) I felt my heart beating like a drum. *S*

e) In total, 54 students and three teachers took part. *R*

f) Suddenly the lights went out! *S*

2 Put the parts of a report in the right order. Write 1 to 5.

Headline first, then from general to detailed, conclusion last.

a) Details: what happened, in the order it happened *4*

b) Headline *1*

c) Conclusion: result or recommendation *5*

d) Introduction: who, what, when, where in one or two sentences *2*

e) Background: why it happened *3*

3 Make the sentences more formal and factual.

Exact numbers, no slang (loads, kids, awesome, guy), no personal judgement.

a) Loads of kids came to the party, like a hundred or so. *About 100 students attended the party.*

b) The food was awesome and we ate tons of it. *The food was good and a lot of it was eaten.*

c) Then this guy got up and gave a speech, it was kind of long.
Afterwards a student gave a long speech.

4 Write a report about a school event (sports day, project week, a trip). 100 to 120 words.

Headline. Introduction with who/what/when/where. Details in order. Conclusion. Simple past, passive is useful: The event was organised by …

a) Notes: 250 students, Friday 20 June, school sports field, 9 a.m. to 1 p.m., ten events, Year 9 won, raised 800 euros for a children's charity
Own text. Check: headline, W-questions in the first two sentences, events in order, numbers, no I/feelings, conclusion with the money raised.