

Part 2: Report

► See pages 52–53, 126 and 133 for work on reports.

Task

You are on the Leisure Committee in your college. This is an extract from a letter you receive from the Town Council.

Could you carry out a survey and write a report on the leisure facilities for young people in the town, addressing the following questions:

- What facilities do young people use?
- Are the facilities adequate or inadequate and why?
- In what other ways could the town help young people?

Write your **report** in approximately 250 words.

Model answer

REPORT ON LEISURE FACILITIES FOR THE YOUNG

Introduction

The aims of this report are to:

- 1 give an overview of the town's leisure facilities used by young people
- 2 comment on whether the facilities meet their needs
- 3 recommend extra support that the town could give.

As preparation for this report, I interviewed a cross-section of students in my college and other young people in the town.

Current Facilities

At present, the town has only a few facilities used by young people: a cinema, a sports hall, a night club and a couple of restaurants.

Strengths and Limitations

While the people I interviewed liked the town, and in particular loved the beautiful park near the centre, the general feeling was that the young people in the town are badly served for the following reasons:

- the cinema has only one screen and is too small
- the sports hall has no outside facilities and no swimming pool
- there are no cheap coffee bars where young people can sit and talk
- there are no cultural facilities, like an art gallery or a good library.

Most young people I spoke to felt the town's facilities were mainly aimed at middle-aged people and the old.

Recommendations

In my view, an action group should be set up, consisting of local business people and young people to draw up a plan for future developments in the town. They should look at:

- how businesses can be encouraged to set up extra leisure facilities for the young
- what extra facilities the town can reasonably provide out of local taxes.

List the aims of the report and say where you got your information.

Use clear headings linked to the question.

Use numbers or bullet points for a list.

Save your recommendations for the end.

Don't use the same words as the input.

Use an impersonal formal style.

Make your points clearly and succinctly.

Further practice

You are a student in the Information Technology Department of an international college. You have been asked to write a report for an international survey about how the students in your college use the Internet. You should cover the following points:

- current use (e.g. how much it's used, where it's used and what for)
- benefits and disadvantages (if any)
- future use in the college (e.g. in the classroom).

Write your **report** in approximately 250 words.