

Writing file 3 | Teacher's notes

Learning objectives in this lesson

Structuring and writing a short formal report about the progress of a project.

- 1 Ask students to work in pairs to discuss their own experience of report writing. Take class feedback.
- 2 Ask students to read the report quickly and put the headings into the correct gaps. After about two minutes get them to compare their answers in pairs.

Answers

- 1 Terms of reference
- 2 Summary of progress so far
- 3 Work completed
- 4 Costs
- 5 Conclusion
- 6 Recommendations

- 3 Ask students to look at the headings and match them to their functions. Get them to do this in pairs. After a couple of minutes get some feedback and then get them to compare the sections to the report in exercise 2.

Answers

1 e 2 f 3 g 4 c 5 b 6 d 7 a

In the report in exercise 2 there is not really an Introduction or Procedure section as such, but students should be able to recognize the other sections.

- 4 This exercise reviews some language from Unit 3 in the Student's Book and prepares students to write a more negative report. Ask students to look at the words in bold and consider what the opposites of these words are. Ask them to do this in pairs. After a few minutes take feedback.

Answers

- 1 ahead of schedule: behind schedule
- 2 minor problems: major problems
- 3 stay on track: go off track
- 4 within budget: over budget
- 5 running smoothly: facing obstacles

- 5 Ask students to read the notes.
 - 1 Get them to comment on the situation and try to come up with solutions. Get them to compare their ideas in pairs before taking feedback.
 - 2 Ask students to work in pairs and discuss the problem and solutions and how they should go about writing the report. Remind them to use the structure discussed in exercise 3. After a few minutes take feedback or ask them to swap pairs and discuss their ideas.
 - 3 Finally, ask students to write the report based on the situation in the notes. They can do this in class either in pairs or alone at home for homework.

Evaluation tips

When marking look for relevant information, sensible paragraphing and logical ordering. Don't forget to comment on content as well as accurate use of language.

Sample answer

Date: 31st October

To: All department heads

From: Sanjay Luvdeep – The new warehouse

Terms of reference:

This report outlines the current progress of the new warehouse development and provides recommendations to ensure successful completion of the project as close to the original deadline as possible.

Summary of progress so far:

The initial building work was completed on time but since then we have run into some problems that mean at present we are two months behind schedule.

Work completed:

The external framework for the building is in place. The infrastructure, that is the new road and car park, is on track and nearing completion. We are facing some obstacles with the interior work. Materials have not been delivered and there is a manpower problem with the company providing the electricians.

Costs:

The project is in danger of going over budget. If solutions to the material shortage are not found soon we will not be able to keep costs down.

Conclusion:

Solutions need to be found to the problems outlined above to ensure the project is completed on time. Below I have made some recommendations that need to be approved before action can be taken.

Recommendations:

I propose the following solutions.

- 1 I have sourced new suppliers for the internal materials and suggest that we switch suppliers immediately to ensure we get back on track. The new supplier can provide material at a cheaper rate so this will help us stay within budget.
- 2 The building company have said the electricians can work overtime but this would obviously mean more pay. This would mean increasing the budget.