

C1 Advanced (CAE) Report: Writing Guide

According to **Cambridge English**, a **report** in **C1 Advanced (CAE)** is usually written for superior. For example a **manager, director or for peer group** that could be other students or members of a club that you are a member of as well. In a **report**, you always have to **describe** and **evaluate a situation** and usually suggest some cause of action that you would recommend.

There are **three main areas** of focus when writing a report:

- **Present factual information**
Obviously, these facts might be **made up (not real)** by you but you need to present them as if they were factual.
- **Effective and efficient text organization**
That means you need to think about the right **paragraph structure**, relevant **headings** as well as different **linking words** and **expressions** that we can use to connect our ideas.
- **Making suggestions/recommendations**
Every report has a suggestion or recommendation at the end of it because that's the sole purpose of writing a report.

C1 Advanced (CAE) Report: Structure

<p style="text-align: center;">1.Introduction The purpose of this report is to....</p>
<p style="text-align: center;">2.Main content</p> <p style="text-align: center;">Paragraph 1 – Subheading Give the relevant facts</p> <p style="text-align: center;">Paragraph 2 – Subheading Give the relevant facts</p>
<p style="text-align: center;">3. Conclusion Make your recommendations</p>

We will use the example **topic below**:

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.

Write your **report** (around **220 – 260** words)

Step 1: Find the topic points & topic

Knowing the **topic** can help you **set the tone as well as** think about **vocabulary** and **expressions** that you might want to include in your text. Also, we need to find the **main topic points** that we need to address in the task because they will make up the main portion of our text.

You have just completed six months in a new job. (*topic: Job*) In preparation for a progress meeting, you have been asked to write a report to your manager. (*report is for : manager*)

Your report should explain what you feel you have achieved (*topic point*) in the job so far, describe any problems you have had, (*topic point*) and suggest any future training (*topic point*) that would be suitable.

Topic: six months in a new job

Main key points:

1. explain what you feel you have achieved
2. describe any problems you have had
3. suggest any future training

The **topic** is your new job and we have **three points** which we must comment on.

The last thing we should think about in our task analysis is **who's going to read our report** by finding out this kind of information we can decide on the correct style and most appropriate register for our text.

Target reader: your manager.

As soon as we've analyzed the task and extracted all the information that we need we can start building our structure and writing a report.

Step 2: Title

The report should start with the title it could be something like:

- **Report on** and then you write the topic of what you're reporting.
- or you can write the topic and end it with phrase : **a report**

in this way, the title will have an appropriately formal connotation. See both examples below: **Title: Report on six-month progress as a teacher**
Title: Six-month teacher progress: a report

Step 3: Introduction



The introduction must contain all the necessary information covered by the report:

1. **appropriate beginning** in which you should explain your purpose for writing your report
The purpose of this report is to.....
2. The **topic** of the report (*see step 1*)
3. **The three main key points** that you discovered (*see step 1*)

See sample introduction:

Report on six-month progress as a teacher

The purpose of this report is to (*appropriate beginning*) evaluate the progress following the first half year in my current position as an English Teacher (*topic*) as well as enumerate achievements (*point 1*), outline issues (*point 2*) and make suggestions (*point 3*) for professional development measures.

Step 4: The body paragraphs (main content)

In the main content, you should **comment on/answer the main key points** that you discovered in the task (*see step 1*) under suitable **subheadings** (positive/negative points), and each is placed in a **separate section/paragraph**.

Main key points (*see step 1*):

1. *explain what you feel you have achieved*
2. *describe any problems you have had*
3. *suggest any future training*

See the example main content below, with additional annotations you may find useful:

Achievements – *add heading/simple, informative, formal*

Throughout the first six months of employment at XYZ School, I have made **important strides** in professional development by **incorporating** several new methods such as the task-based approach in daily teaching practice, which has improved my students' experience **tremendously**. Apart from personal progress, **numerous students** have achieved their goals and advanced to higher education providers under my guidance.
[describes first point – what you have achieved]

Problems – *add heading*

Despite all of this, organisation of internal exams is underdeveloped as there does not seem to exist policy and students have expressed their displeasure with other groups at the same level receiving easier or more difficult questions in their tests. Additionally, my mentor has not always been available even though a certain level of guidance in specific areas, for example developing teaching materials, is still required. *[describes the second point – problems]*

Future opportunities – *add heading*

Considering all of the above, two main areas of possible improvement can be identified. Firstly, student and teacher satisfaction could be increased by establishing a resource bank for tests and exams and by training all the teachers to use them so as to ensure a consistent experience for our students. Secondly, regular meetings with a mentor should be mandatory in order to provide guidance and to help teachers become independent and confident with teaching materials. *[describe the third point – suggestions]*

– topic paragraphs / contain the main information about a given section

– useful language, formal expressions

– transitional words, expressions and conjunctions, which link the sentences and make the text more fluid

Step 5: Conclusion

The conclusion should contain a **final assessment of the report**, providing information, conclusions and giving a final answer.

If the task of the report was, for example, to answer some questions, then this information should be included in the summary.

Conclusion – *add heading*

In the final analysis, the situation of the teachers and students at our school is very likely to improve and overall satisfaction will probably increase due to more efficient work processes if ideas included in the report are implemented

See full report...

Report on six-month progress as a teacher

The purpose of this report is to evaluate the progress following the first half year in my current position as an English Teacher as well as enumerate achievements outline issues and make suggestions for professional development measures.

Achievements

Throughout the first six months of employment at XYZ School, I have made important strides in professional development by incorporating several new methods such as the task-based approach in daily teaching practice, which has improved my students' experience tremendously. Apart from personal progress, numerous students have achieved their goals and advanced to higher education providers under my guidance.

Problems

Despite all of this organisation of internal exams is underdeveloped as there does not seem to exist policy and students have expressed their displeasure with other groups at the same level receiving easier or more difficult questions in their tests. Additionally, my mentor has not always been available even though a certain level of guidance in specific areas, for example developing teaching materials, is still required.

Future opportunities

Considering all of the above, two main areas of possible improvement can be identified. Firstly, student and teacher satisfaction could be increased by establishing a resource bank for tests and exams and by training all the teachers to use them so as to ensure a consistent experience for our students. Secondly, regular meetings with a mentor should be mandatory in order to provide guidance and to help teachers become independent and confident with teaching materials.

Conclusion

In the final analysis, the situation of the teachers and students at our school is very likely to improve and overall satisfaction will probably increase due to more efficient work processes if ideas included in the report are implemented.

C1 Advanced (CAE) Report: Example Answers

Subject:

You have been helping to run a new music club at your college. Now the college principal wants to get more people involved with the club and attract new members. The club organiser has asked you to write a report for the principal outlining what the club currently does, explaining the club's future plans and suggesting ways of getting more people involved with the music club.

Student's CAE Report Answer:

RockSun – present situation, future plans and improvement suggestions (title)

The objective of this report is to outline the current condition of the RockSun music club, shed some light on the club's plans in the near future, and propose novel ways of attracting new visitors.

Present situation

At present, the activities that the club organises are twofold:

1. gigs of indie bands at least once a week at weekends;
2. musical instrument courses for wannabe musicians on weekdays.

Regrettably, the club does not enjoy much popularity among students, despite it being located in the heart of the campus near the dorms. This is, firstly, due to the prices at the club which are on the expensive side and, secondly, the fact that performers visiting the

club are chiefly little-known artists. Both factors greatly discourage many potential customers.

Plans

The future of the club looks bleak and some corrective actions are required. The club management, aware of the gravity of the situation, is planning to expand its operations to attract new visitors. In the first place, additional musical courses, including singing lessons by reputable teachers, are planned. Additionally, the club intends to attract better known artists for the weekend concerts.

Suggestions to attract more visitors

The actions planned, which are certainly a step in the right direction, may not be sufficient. What could attract more visitors is reducing food and drink prices as it is one of the most important factors on which any club's popularity is based. Furthermore, weekly musical quizzes with prizes might appeal to the club's target customers.

Subject:

You have recently attended a week's training course and on your return you receive the following note from your boss:

Hope you enjoyed the training modules. We're compiling a report to help us evaluate our Staff Development programme. Please send me an outline of what you did on the course, which modules were the most useful and your opinion of how colleagues would benefit from attending in the future. Thanks.

Student's CAE Report Answer:

Report on the Staff Development Programme – a description of the training course carried out to improve the performance of our staff at work.

Organisation of the training modules

I have recently attended the training course organised by the company in order to workers get more information and develop some skills required in this activity.

I have to say that the information given in the course is hugely useful, but it should be scheduled in other date. At this moment, everybody is really busy and workers find it difficult to set aside time to not miss the course.

There is no point arguing that the sessions are too long and dense, what makes even harder to get the most of the training.

Alternative course

I would recommend to divide the content in several shorter sessions according to the main topics to deal with.

Perhaps, not everybody needs to receive the whole information. So, there can be some specific sessions to people involved in that area, whereas who is not working on that subject would only receive a short session just to get some knowledge.

Recommendations

I would like to make the following recommendations:

1. Schedule the training course in a less busy time.
2. Divide the sessions into shorter modules to ease people to attend.
3. Ensure the content is targeted to the people who are meant to attend them.

If these recommendations are implemented, the training programme will be much more successful.

C1 Advanced (CAE) Report: Writing Topics

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.

Write your **report**.

An international youth organisation is planning to publish a report looking at attitudes between different generations:

We are very keen to hear how elderly people are regarded by younger people in different countries and why the younger generation feel the way they do about elderly people. Suggestions regarding how positive attitudes can be developed are welcome.

Write the **report** for the organisation.

You have been asked to write a report for the World Information Organisation on the following topic:

What are the greatest threats to the environment in your country today?
What are the solutions?

Write your **report**

C1 Advanced (CAE) Report: Common Mistakes

What is recommended to include in the report?



- [Inversion](#) (*not only/no sooner/seldom*)
- [Inverted conditional](#) (*Were we to..*)
- [Participle clause](#) (*Being.../Having gone..*)
- [Double comparative](#) (*The more we... the more*)
- [Passive structures](#) (*The committee has been informed about ...*)
- [Cleft sentence](#) (*What is most crucial is..*)
- [Linkers](#) (*Notwithstanding / despite / due to / consequently*)

What is not recommended in the report?



- [Descriptive writing](#) and colourful language (*stunning, gorgeous, amazing*)
- Idioms (*are informal*)
- Phrasal Verbs (*are informal*)
- Contractions (*We've, It's been said*)
- Giving personal opinions (*I think, I guess*)

C1 Advanced (CAE) Report: Writing Checklist



After writing your text, you can check it yourself using the **writing checklist** below.

How to do that? Simply check your text/email by **answering the questions one by one**:

Content

- Have I covered all the key information required by the task?
- Have I written only information which is relevant to the task?
- Have I developed the basic points in the task with my own ideas?

Communicative Achievement

- Have I achieved the main purpose(s) of the text (for example, explaining, persuading, suggesting, apologising, comparing, etc.)?
- Have I used a suitable mix of fact and opinion?
- Have I used a suitable style and register (formal or informal) for the task?

Organisation

- Have I used paragraphs appropriately to organise my ideas?
- Have I used other organisational features appropriately for the genre of the text (for example, titles, headings, openings, closings, etc.)?
- Is the connection between my ideas clear and easy for the reader to follow? (For example, have I used appropriate linking words, pronouns, etc. to refer to different things within the text?)
- Are the ideas balanced appropriately, with suitable attention and space given to each one?

Language

- Have I used a wide range of vocabulary?
- Have I avoided repeating the same words and phrases?
- Have I used a range of simple and more complex grammatical structures?
- Have I correctly used any common phrases which are relevant to the specific task or topic?
- Is my use of grammar accurate?
- Is my spelling accurate?

C1 Advanced (CAE) Report: Tips

Tips on structure:



- You want the Target Reader to find the information they want **quickly**, so **use headings** for each of the content points.

- **You don't need a heading** for the **introduction** – a line or two describing the report will be sufficient.
- Cover the **content points** in the order in the text, and try to link between them where possible. One way to link is to report something good, followed by something bad, and then use an appropriate linking word.

Tips on language:

- Think who wants to read your Report?
- Usually, it's somebody who wants some specific information.
- The information is about something that happened in the past.
- The Target Reader of a Report **usually doesn't have much time** – help them find the information they need **by using headings**.
- The Target Reader doesn't need to be entertained, but they will be better informed **if there is specific information** in the Report.

C1 Advanced (CAE) Report: Mark Scheme

Language

Formal writing offers the chance to really show off your knowledge of advanced vocabulary – especially nouns.

But be careful with your spelling. Don't misspell words like 'Recommendation' – it probably appears in the rubric anyway.

Learn some set phrases that can be used to preface your invented statistics – "According to the majority of the students in my class" etc.

Organization

The organisation isn't only about using the right headings, although that definitely helps.

Use linking words to show how your ideas fit together.

In formal language, remember that your sentences should tend to be quite long. But make them readable!

Communication

To keep the Target Reader fully informed it's best to think of just one idea per content point: introduce it, develop it, and add some detail. Then move on to the next point.

Remember the headings.

Content

By covering all of the content points in the rubric, and adding as much detail as possible, there's no reason why you wouldn't be able to get full marks here.

Remember, **you don't have to write about something that is true**. Making

Keep the language formal. Avoid phrasal verbs and contracted forms. If you can't imagine using a particular expression with a teacher you don't like, don't write it in your Report.

things up means it's easier to fabricate the numbers you use in reporting statistics.

C1 Advanced (CAE) Report: Useful Phrases & Expressions

We will finish it with some useful vocabulary mostly used to organize information. Although it is **taking a shortcut**, if you learn several expressions for each paragraph in each type of text that could be on your exam, you will certainly be able to create a very consistent and well-organized text.

Introduction (the goal of the report)

The objective of this report is to compare and

The purpose of this report is to examine / evaluate / explain / describe / analyse / present / outline...

This report aims to...

It is based on a survey conducted among...

It is the result of a discussion which took place among...

Development

The first observation to make concerns...

First of all, ...

Firstly, ...

Secondly, ...

Furthermore, ...

Moreover, ...

In fact, ...

Lastly, ...

Finally, ...

It has to be stressed that...

According to (the majority of respondents)...

In spite of (the fact that)...

Despite (the fact that)...

The outlook for is (far from) bright/optimistic/depressing/daunting

The future looks bleak/remains uncertain/is promising

This seems unlikely in the near/foreseeable future

Recommendations

I would strongly recommend that...

The following measures should be implemented:

In the light of the results of the survey I would advise against...

Given the results of the survey, I would advise for...

I feel it would be to our advantage if...

The best solution would be to...

In order to improve it is necessary to..

This will have an impact on

Conclusion

Provided that these recommendations are taken into consideration,...

In conclusion, ...

From the research one can conclude that...