**Extended Writing Task: School Open Day Report**

*The Open Day was held last week. Your teacher asked the organising committee to write a report at the Open Day for the school board.*

*In your report, you should include an introduction, an overview of the event, recommendations and a conclusion.*

*Write a report of approximately 400 words.*

**END OF QUESTION**

**Extended Writing Task: School Open Day Report**

Aims:

* to describe an activity/ performance
* to write a report in appropriate structure and language

**Activity 3: Writing**

1. The structure of a report:

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| **Introduction**   * General information about the Open Day, for example, the date it was held, the number of participants |
| **Overview of the activities / performances**   * A brief account of each activity / performance * Highlights of some important moments |
| **Recommendations**   * Some problems encountered and areas for improvement at the Open Day * Recommendations on how to improve the Open Day |
| **Conclusion**   * Summary of the report |

1. Grammar points to note:

* Use past tense to describe activities/ performances in the past

e.g. “The singers performed five songs.”

* Use adjectives and adverbs to describe activities/ performances

e.g. “The singers chose appropriate songs and sang them beautifully.”

* Use modal verbs to make recommendations

e.g. “We feel that there should be more staff on duty next year.”

**Marking Criteria\***

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| **Content** | * relevance (The report should include descriptions of each activity/ performance and recommendations.) * evidence of creativity and original ideas (particularly in the part on recommendations of the report) |
| **Language and Style** | * sentence structure * grammar and punctuation (use of past tenses; adjectives and adverbs to describe how effective the Open Day activities/ performances were) * vocabulary (use of lexis specific to the activities) * register, tone and style (The report should be formal, but avoiding complex or unnecessarily convoluted language.) |
| **Organisation** | * coherence (the recommendations and conclusion should be consistent with the overview.) * paragraphing * cohesion between sentences and paragraphs |

* Based on the HKDSE draft descriptors for writing from *Hong Kong Diploma of Secondary Education, English Language, Standards-referenced Reporting Information Package*. Published by the Hong Kong Examinations and Assessment Authority (2009).

**Additional Resources**

Some examples of simple reports: <http://englishforallsmkbenut.blogspot.com/p/spm-sample-of-essays-directed-writing.html>