**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:

|  |
| --- |
| **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\***

|  |  |
| --- | --- |
| **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.)
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| **Organisation** | * coherence (the recommendations and conclusion should be consistent with the overview.)
* paragraphing
* cohesion between sentences and paragraphs
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* 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>