

C1 Cambridge

Writing Part 2 (Report)

EXERCISE 1 DISCUSS THE QUESTIONS BELOW.

1. What is a progress meeting?
2. Have you ever been to one?
3. What things do you discuss at progress meetings?

EXERCISE 2 READ THE CAE EXAM TASK BELOW AND UNDERLINE THREE POINTS DISCUSSED AT PROGRESS MEETINGS.

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.

EXERCISE 3 TALK ABOUT YOUR CURRENT JOB. IN YOUR DISCUSSION, MENTION THE THREE POINTS MENTIONED IN THE EXAM TASK.

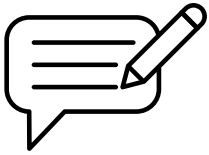
- Job achievements you have had so far.
- Problems you have had.
- Future training suitable for you and your coworkers.

EXERCISE 4 READ AN EXAMPLE REPORT AND CHECK IF THE THREE QUESTIONS FROM THE EXAM TASK ARE ANSWERED.

1.
This report is about my new job as a product designer at the wolcraft company and about my first six months of work experience.

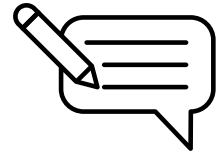
2.
When I first came here for an interview I got very impressed by the architecture of the main building. This still excites me every day when I go in to get to my room where I have been working from the first day on.

I really like the working atmosphere in here not just because my colleagues are very friendly and we do lots of projects in groups. When started working here six months ago my task was to design little products, for instance screwdrivers. But now I am allowed to work on bigger and more important projects which motivates me to put a lot of effort in my work. For me there is only one problem concerning my job at the wolcraft company. We have many workers coming here by car so it is really hard to get my car parked if I am not very early in the morning. For me there is no possibility to get here with public transport because in my home town there isn't even a small train station.



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3.
I have already had a training to improve my skills concerning the work with the new computer programme. I think the company should continue offering these training so we can keep up to date. So all in all, I am very happy with my job here.

EXERCISE 5 DISCUSS THE QUESTIONS BELOW.

1. Do you believe that all content of the report is relevant to the task?
2. Do you think that the target reader is fully informed?

EXERCISE 6 SCORE THE REPORT CONTENT FROM 1 (THE LOWEST) TO 5 (THE HIGHEST). COMPARE YOUR ANSWER WITH THE EXAMINER'S SCORE AND EXPLANATION. DO YOU AGREE WITH IT?

There are some minor irrelevances, particularly at the beginning of the report about working conditions and what the building looks like but the target reader would be fully informed about how the candidate feels about this job.

The candidate explains what they have achieved in their job (*now I am allowed to work on bigger and more important projects*). A problem is described, but it is not completely relevant to the actual job they are doing (*it is really hard to get my car parked*) and is probably not an issue that their manager can resolve. Suggestions are made for further training (*the company should continue offering these training so we can keep up to date*).

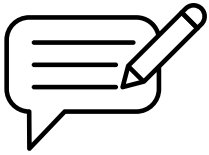
Content score: 4/5

EXERCISE 7 CHOOSE THE CORRECT HEADING FOR EACH PARAGRAPH.

- A. The working conditions
- B. My job at the wolcraft company
- C. Future training

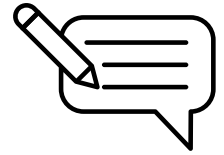
EXERCISE 8 DISCUSS THE REGISTER OF THE REPORT (FORMAL OR INFORMAL). REPLACE THE UNDERLINED WORDS AND PHRASES IN THE REPORT WITH A BETTER ALTERNATIVE FROM THE BOX.

ahead of time	affable
challenging	There are many employees
I have been given the opportunity	satisfied
astounds	appreciate



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EXERCISE 9 READ THE EXAM TASK AGAIN AND PLAN YOUR ANSWER USING YOUR PAST JOB EXPERIENCE.

Paragraph 1	
Paragraph 2	
Paragraph 3	

EXERCISE 10 SHARE YOUR PLANS WITH THE REST OF THE GROUP.

Teacher's notes

Exercise 1. Lead-in

5 mins

As a group, discuss the meaning of progress meetings and the topics that could be mentioned on such occasions. Speak about students' past experiences and whether they have attended a progress meeting or not.

Exercise 2. Exam task analysis

4 mins

Read the exam task and check if students' guesses were correct about the topics mentioned at progress meetings. Underline the three things that need to be answered according to the exam task.

Answers:

...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.

Exercise 3. Pair discussion

8 mins

Put students into pairs and ask them to talk about their current jobs. Make sure that students answer the three points mentioned in the exam task. Monitor the activity and elicit answers from different pairs. Optionally, you may ask the pairs to report on each other to show understanding.

Exercise 4. Exam answer analysis

6 mins

Students work individually and read an example answer. Underline any sentences that match the content points mentioned in the exam task. Discuss how well the writer answered the questions.

Answers:

Achievements: When started working here six months ago my task was to design little products, for instance screwdrivers. But now I am allowed to work on bigger and more important projects

Problems: We have many workers coming here by car so it is really hard to get my car parked if I am not very early in the morning.

Future training: I have already had a training to improve my skills concerning the work with the new computer programme. I think the company should continue offering these training so we can keep up to date.

Exercise 5. Understanding writing assessment criteria (content)

4 mins

This activity focuses on understanding the content assessment criteria. Discuss if students believe that the questions posed in the exam task were answered appropriately and if they feel fully informed as readers. If not, discuss how the answer could be improved.

Exercise 6. Exam answer analysis

5 mins

Students work in pairs and together try to score the content of the report from 1 (the lowest) to 5 (the highest). Share and compare the answers with the rest of the group.

Read the examiner's score and explanation and discuss if students agree with their decision.

Exercise 7. Understanding report structure

4 mins

The next part focuses on the structure of a report. Say that reports should be divided into sections, each one containing a subheading. Students work individually and choose the correct heading for each paragraph.

Answers: 1B, 2A, 3C

Exercise 8. Using appropriate language and register

5 mins

Explain that another criterion which is assessed in the CAE exam is a communicative achievement. Students read the exam answer again and decide on the register of the text (relatively informal). Say that the text could be improved by replacing some words with vocabulary appropriate for the C1-level. Students work individually and match the underlined words with their better alternatives.

Teacher's notes

Answers:

excites - astounds

really like - appreciate

very friendly - affable

I am allowed - I have been given the opportunity

We have many workers - There are many employees

really hard - challenging

very early - ahead of time

very happy - satisfied

Exercise 9 and 10. Report planning and presentation

10 mins

Stress the importance of getting into a habit of planning the answers before writing them down. Students think of their past job experiences and divide their answers into paragraphs while giving them appropriate subheadings.

Once everyone finishes their plans, share the answers with the rest of the group.

If time, you can give about 40 minutes to write the reports or assign it as homework.

Error correction

3 mins

Provide speaking feedback.