

C2 Report: Charity Concert

Task

You are a member of the committee responsible for organising a recent charity concert that took place in a park in the city the previous weekend. The concert was successful but your organisation has received complaints from local residents and negative publicity in the local press about the noise and the behaviour of the people who attended. The president of the association has asked you to write a report on the concert. Your report should mention the ways in which the concert was successful as well as highlighting the problems that occurred and suggesting ways these issues could be avoided at future events.

Imagination Time

For report tasks you often need to use your imagination to set the scene. What do you need to invent for this task?

Details of the organisation/charity: Name: Aim: Raising money for:
Details of the concert: Place & Time: Who played? Who attended?
Problems: Bad behaviour of attendees: Noise problems:
Solutions:

Introduction

The aim of this report is to evaluate the fundraising event that took place.....It will
and..... It will then go onto.....

<p>Register: Formal, impersonal, cold and factual.</p> <p>DO NOT USE:</p> <ul style="list-style-type: none"> • Contractions • Colourful language (gorgeous/stunning/awesome etc.) • Informal phrasal verbs (meet up/break down/check out etc.) • "I/we think...." (too personal) 	<p>Forms and Conventions:</p> <p>Title: Report into</p> <p>Paragraph Titles: Introduction, Strengths, Weaknesses, Conclusion.</p> <p>Fixed introduction: The aim of this report is to evaluate/put forward ideas for/examine etc.</p> <p>CPE: 280-320 Words</p>
<p>Introduction: The purpose/aim of this report is to.... This report sets out to... The report will comment on... Below is an explanation of... The focus of this report is... This report will offer an in-depth critique of...</p> <p>Fake survey/questionnaire: <i>It can be a good idea to base the report on a survey/questionnaire.</i> This report will present the findings of/This report is based on the findings/results of an extensive survey completed by...</p> <p>Ending Introduction:</p> <ol style="list-style-type: none"> 1. It will go on to give recommendations regarding... 	<p>Expressing general opinions/info: ...is considered/thought/said to be... ...is highly regarded in (place)...(good reputation) There is widespread agreement that... Opinions are divided regarding... It is common knowledge that... Recent research indicates that... Interviewees who had first-hand knowledge of the situation stated... There is considerable disagreement regarding...</p> <p>Survey Results: Virtually everyone who completed the survey stated that.. Over (60%) of those interviewed stated that... The vast majority of people interviewed believe that... A small percentage of those surveyed agree/disagree with...</p>
<p>Strengths: The (school system) in this country undoubtedly has many strengths such as And... ... is particularly effective due to the fact that... ... has achieved impressive results owing to ... Another clear strong point is... ... is something the country can be proud of due to...</p>	<p>Weaknesses: Despite the strengths mentioned above, there are also some areas that require attention. ... is failing to live up to expectations because... Another clear weakness is... ... leaves a lot to be desired ... is not up to the required standard</p>
<p>Advantages/disadvantages: ...’s advantages clearly outweigh its disadvantages.</p> <p>advantages benefits/pros/strengths</p> <p>disadvantages downsides/weaknesses/drawbacks</p> <p>problems <i>issues/obstacles/setbacks/</i></p>	<p>Giving Recommendations: In light of the above, we believe the following measures should be adopted... My recommendations are as follows:... Urgent improvement is needed in the field of... I highly recommend ...ing Were the company/school to (invest in) XXX, customer satisfaction would undoubtedly increase. It is recommended that...</p>
<p>Concluding: -To sum up,...To conclude,...</p> <p>-I hope that the plan outlined/presented in this report meets with your approval...</p> <p>-I hope that the recommendations outlined/presented in this report will receive your serious consideration.</p> <p>Should the recommendations outlined in this report be carried out, I have no doubt that Will be a resounding success.</p>	<p>Grammar check list Have you included?</p> <ul style="list-style-type: none"> • An inversion (not only/no sooner/seldom) • An inverted conditional (Were we to...) • A participle clause (Being.../Having gone...) • A double comparative (The more we... the more) • A cleft sentence (What is most crucial is...) • Linkers (Nevertheless/despite/due to/consequently) • Impressive verbs (bring about change/undergo development)

Inverted Conditionals

If the recommendations in this report are carried out, I have no doubt that next year's event will be far more successful.

- Should.....

If more portaloos were installed, fewer attendees would resort to urinating in the street.

- Were.....

If the organisers had known that so many people were going to attend the concert, we would have held it in a bigger venue.

- Had.....

If the bars hadn't run out of beer at 11pm, more money would have been raised for the charity.

- Had.....

If it hadn't been for the prompt action of the security staff, someone might have been seriously injured.

- Had.....

- But.....