

## C2 Proficiency: Report on Training Course

3. You have just completed a one-week practical training course paid for by your employers. Write the report required by your employers, describing the course content and its usefulness, and saying whether you would recommend it for other members of staff.

Write your **report**.

1. Read task, underline content points, identify paragraph titles.
2. Get creative: most report tasks require a bit of imagination – invent a company/school/university, think about the thing you’re writing a report on: a park/a school trip/a training course. What do you need to invent for this task? - A COMPANY AND THE DETAILS OF THE TRAINING COURSE: TOPIC, ATTENDEES FEEDBACK, ETC.
3. Brainstorm content: strengths, weaknesses, recommendations for improvement, etc.
4. Look for opportunities for advanced grammar (see checklist below)

<p><b>Register:</b> Formal, impersonal, cold and factual. <b>DO NOT USE:</b></p> <ul style="list-style-type: none"> <li>• Contractions</li> <li>• Colourful language (gorgeous/stunning/awesome etc.)</li> <li>• Informal phrasal verbs (meet up/break down/check out etc.)</li> <li>• “I/we think...” (too personal)</li> </ul>	<p><b>Forms and Conventions:</b> <b>Title:</b> Report into ..... <b>Paragraph Titles:</b> Introduction, Strengths, Weaknesses, Conclusion.  <b>Fixed introduction:</b> The aim of this report is to evaluate/put forward ideas for/examine etc.  <b>CPE: 280-320 Words</b></p>
<p><b>Introduction:</b> 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... <b>Fake survey/questionnaire:</b> <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... <b>Ending Introduction:</b> 1. It will go on to give recommendations regarding...</p>	<p><b>Expressing general opinions/info:</b> ...is <b>considered/thought/said to be</b>... ...is <b>highly regarded</b> in (place)...(good reputation) There is <b>widespread agreement</b> that... <b>Opinions are divided</b> regarding... It is <b>common knowledge</b> that... Recent <b>research indicates</b> that... Interviewees who had <b>first-hand knowledge</b> of the situation stated... There is <b>considerable disagreement</b> regarding... <b>Survey Results:</b> 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><b>Strengths:</b> 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><b>Weaknesses:</b> 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><b>Advantages/disadvantages:</b> ...’s advantages clearly outweigh its disadvantages. <b>advantages</b> benefits/pros/strengths <b>disadvantages</b> downsides/weaknesses/drawbacks <b>problems</b> <i>issues/obstacles/setbacks/</i></p>	<p><b>Giving Recommendations:</b> 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><b>Concluding:</b> -To sum up,...To conclude,... -I hope that the plan outlined/presented in this report meets with your approval... -I hope that the recommendations outlined/presented in this report will receive your serious consideration. Should the recommendations outlined in this report be carried out, I have no doubt that .... Will be a resounding success.</p>	<p><b>Grammar check list</b> Have you included?</p> <ul style="list-style-type: none"> <li>• An inversion (not only/no sooner/seldom)</li> <li>• An inverted conditional (Were we to...)</li> <li>• A participle clause (Being.../Having gone...)</li> <li>• A double comparative (The more we... the more)</li> <li>• A cleft sentence (What is most crucial is...)</li> <li>• Linkers (Nevertheless/despite/due to/consequently)</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Impressive verbs (bring about change/undergo development)</li></ul> |
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### Example Introduction

The aim of this report is to offer feedback on..... This report is based on the results of an extensive survey completed by (students at ... school). It will present the results of the survey and go on to give recommendations regarding...

### Including Advanced Grammar

1. The course was informative, and the trainers were highly professional.  
Not only was the course informative, but also the trainers were.....
2. If the company decided to hold the course in a more suitable setting, trainee engagement would undoubtedly increase.  
Were the company to (decide to) hold the course in a more suitable setting....
3. If the course had contained more content on project management, the product team would have found it more useful.  
Had the course contained more content.....
4. The course lacked sufficient group work to really consolidate the ideas.  
What the course lacked was sufficient group work  
What the course was lacking was sufficient group work
5. The concepts were complex but as we studied them for longer, we understood them better.  
The concepts were complex, however, the longer we studied them/the more we studied them, the better we understood.
6. Because they had previously attended sessions on similar topics, the sales team were left dissatisfied by the content.  
Having previously attended sessions on similar topics, the sales team were left dissatisfied by the content.
7. As he is a skilled negotiator, the lead trainer was able to placate most of his audience and eventually win them over.  
Being a skilled negotiator, the lead trainer.....
8. If the recommendations outlined in this report are carried out, I have no doubt that future training sessions will be even more successful.  
Should the recommendations outlined in this report be carried out, .....

### Vocab Range

1. VIRTUALLY everyone who completed the survey agreed that....
2. The VAST majority of THOSE interviewed expressed satisfaction WITH the overall content of the course.
3. A clear WEAKNESS of the course was the LACK of content on the topic of new e-commerce techniques.
4. The quality of the training materials was not up to the REQUIRED standard.
5. There is widespread agreement among attendees that the sessions on INTERPERSONAL conflict were extremely useful.
6. This report is based ON the results of an EXTENSIVE survey CARRIED OUT by the HR department immediately after the course.
7. I hope that the recommendations OUTLINED in this report will receive your SERIOUS consideration.
8. It is clear from the feedback collected that the pros of the course clearly OUTWEIGH the cons.
9. Many employees expressed their GRATITUDE (GRATEFUL) for the course and indicated a WILLINGNESS (WILLING) to attend similar ones in the future.