

Reading and writing a report

Name _____ Date _____



A Report on Facilities at the New Community Centre in Chesham

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For: The Management of the Community Centre

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Fifty users of the community centre were interviewed, after using the facilities at the new community centre in Chesham. All users were delighted with the spacious, colourful and up to date resources at the centre.

There is a small kitchen with modern appliances, for staff and users alike. This is next to a welcoming café area with several bistro tables. The décor is bright and cheerful. The toilets are modern and clean with baby changing facilities.

The community centre already has a number of regular bookings for groups, such as yoga, messy play, rhyme time, adult craft sessions, cubs and a community choir. These activities take place in the large Chesham room, which can be booked for private functions and can take up to 100 people seated. The room is also booked for regular AGM meetings. This is already bringing money into the centre.

In conclusion, the community centre is going to be the hub of the community with plenty of events planned for the future and is an asset to the area. However, users would like the centre to open earlier in the morning, so that it could be used from 9 am each morning. Currently it opens at 10 o'clock. They also wondered if some use could be made of the small grassy area outside the back door. Maybe volunteers could cultivate this and grow flowers there. Also, the latch on the kitchen window has broken and needs replacing.

265 words

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The text on page 1 is a report. A report has a title and provides information (facts) about a particular topic. It is written in a formal style. Longer reports may include headings for each section.

Writing task

You work for the County Council and have been asked to visit your local park.

You find lots of problems: there are holes in the pathways, not enough bins, lots of poop and broken glass, the play-area fence and some benches are broken, the swing needs repairing and the slide is fenced off. More facilities are needed, especially for teenagers.

Plan and write a report about the facilities.

- Give your report a suitable layout and remember to use paragraphs.
- Aim for 250-350 words.
- Check your spelling, punctuation and grammar.