

How to write a report? | C2 Proficient (CPE)

Level: C2 Exam: C2 Proficient

Writing

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A CPE report is written for a specified audience. This may be a superior, for example, a boss at work, or members of a peer group, colleagues or fellow class members.

The question identifies **the subject** of the report and specifies **the areas** to be covered. The content of a report is **mainly factual** and draws on the prompt material, but there will be scope for candidates to make use of their own ideas and experience.

The purpose of the report must be identified so that the correct information can be selected; **establishing the identity of the target reader** will ensure that a suitable style and choice of language is used. It is also important to read the context carefully to **identify your role as a writer**.

How to write a CPE report?

1. Focus on the target of the report first.

The report starts with the title and introduction, and the introduction starts with a motivational stage attracting the reader

to read more.

2. Then you can focus specifically on the tasks in the topic

A report should be well organised and clearly arranged in sections.

3. End your report with a recommendation.

Reader should find here all important conclusions and recommendation according to the given topic

CPE Report: Structure

Introduction The purpose of this report is to....
Subheading (2) Give the relevant facts
Subheading (3) Give the relevant facts
Subheading (4) Give the relevant facts
Conclusion Make your recommendations

A report is a formal paper, it has to be concise (not too literal), **well-organized**, which makes it permissible and recommended to use **headings** so that the reader can quickly find the information they are looking for in your text.

CPE Report: Examples

CPE Report Sample 1



Report subject:

A jobs fair was recently held in your town for international organisations and companies to promote careers available for young people. You have been asked to write a report of the jobs fair for your college website. Briefly describe the event and identify two or three promotions of particular interest and relevance. You should also evaluate the extent to which such events can open young people's minds to new challenges and career opportunities.

Student's CPE Report Answer:

Recent Jobs Fair

Last weekend there was a Jobs Fair in the Town Hall. Over 100 different international companies and organisations had stands giving information about the careers they can offer young people. There were plenty people on each stand to answer questions and to give advice and there was also a wealth of promotional literature available, The Fair also

arranged a series of work-related talks, films and other events in the course of the weekend.

Promotions of particular interest

All in all it was an excellent event. There were two stands that I personally found particularly interesting and relevant. The first was one promoting opportunities for language teaching abroad. This is something that I and a number of fellow-students have been seriously considering. We were able to find out there about what qualifications we would need, what kind of working conditions we could expect and where there might be interesting vacancies for us to apply for.

The second stand that drew my particular attention was one for a charity offering young people opportunities to gain experience of other countries and cultures while helping on a range of voluntary projects abroad. These projects included medical, environmental, construction and educational work in a number of different countries. I was able to talk to several young people who had already participated in such work and gained a very positive impression of the benefits of taking part.

Value of such events

In my opinion, such events are of great benefit to young people. They inform us about opportunities that we might not otherwise have known about. They expand our horizons in terms of what we can aspire to. Several of my friends, for example, left the event feeling that their career plans had been transformed by what they have discovered during the Jobs Fair. We all agreed that our eyes had been opened to new opportunities in a very valuable way.

CPE Report Sample 2



Report subject:

You have recently worked as a volunteer, coaching teenagers at a sports camp designed to encourage young people to take up new sports. The organisers have asked you to write a report for the website. You should briefly describe your responsibilities as a coach for two different sports. You should also evaluate how valuable the sports camp was for teenagers overall and recommend how it could be improved in the future.

Student's CPE Report Answer:

The purpose of this report is to present what we offer in two of the sports in our camp, assess the impact on the participants and recommend further improvements. I am writing in my capacity as a volunteer coach in cycling and hiking.

Cycling & Hiking Coaching

My main coaching duties for both cycling and hiking, revolved around two aspects: fitness and safety. The participants were given extensive dietary guidance regarding the appropriate intake of nutrients and calories for at least one week before any sporting event as well as crucial tips regarding the proper hydration and fueling of their body during any cycling race or hiking expedition. Great emphasis was, also, placed on safety gear like helmets, knee pads, hiking boots and the indispensable first-aid kit that should always be readily available.

Enjoyable today – Beneficial for a lifetime

This is the third year I have volunteered in these two sports and I am proud to say that the feedback from both children and parents has always been enthusiastic. The experience they gain stretches beyond these two

sports activities. The young athletes learn how: to respect the limits of their body, to fend for their dietary needs and to offer basic first-aid help in an emergency.

Further improvements

First and foremost, the sports camp could augment its impact on society by making its courses more affordable. Special discount packages for family members as well as reduced prices for kids with unemployed parents would definitely result in a significantly increased turnout. Moreover, brief weekend activities should be established. They could act as a follow-up throughout the year so that the children would have the opportunity to revise what they learned in the camp and thus consolidate their new habits.

CPE Report: Writing – The Process

Please remember the reports are intended for the target audience, they **should be clear**, and not too literal, they should be as **concise as possible** without creating the risk of ambiguity.

Identify and focus on the purpose

Be clear with your objectives and audience before you start working. Who are you writing for? What do they already know? What do they need to know? Why do they read your report?

Collect your data and thoughts

Collect all relevant information. Gather your thoughts by writing notes. At this stage, don't worry about the general structure or exact wording.

Arrange the report thoroughly

Develop logical arguments under several headings and subtitles.

Write a report

Be simple and clear. If you have trouble expressing an idea, try to imagine talking to the target reader. How would you explain it while speaking? Avoid specialist jargon, long sentences, abstract nouns, passive style.

Check and polish the report

Read the article by placing yourself in the reader's position.

- Is the report consistent with the purpose?
- Are the key points highlighted?
- Does the summary give a full picture of the situation?
- Take another look at the structure. Is it logical?
- Are the headlines helpful and concise with the facts?
- Are the paragraphs labelled and ordered?

Examine the language and style

Carefully check your text. If you can determine someone who will critically assess your work, benefit from their constructive criticism. If the reader didn't comprehend your words, it's probably because it was wrongly expressed, not because the critic wasn't intelligent.

CPE Report: Mark scheme

Language

It is necessary to properly and precisely use a **wide array of words** and expressions, including rarely used ones. The text should include both simple and complex [grammar](#) expressions.

The **vocabulary** also has to be **rich and diverse**.

Organization

The text should be consistent and very well organized using a wide array of copulas and internal references.

Communication

It is necessary to maintain the convention of a report or essay in English, such as **clear division into paragraphs, headings, bullet points**.

The text should be easy to understand for the target reader.

Content

Every sentence in the text should refer to the **topic** of the assignment, and all the tasks specified in it should be **fulfilled**.

CPE Report: Useful phrases

We will finish it with some useful vocabulary mostly used to organize information. If you learn several expressions for each paragraph in each type of text that could be on your exam, you will certainly be able to create a very consistent and well-organized text.

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...

Comparing and Contrasting

There is a world of difference between... and...

... and... are fundamentally similar

... and... bear little resemblance to each other

There is a clear distinction between... and...

...compares favourably with...

... and... are polar opposites

There is a yawning gap between... and...

There is a subtle difference between... and...

There is a growing disparity between rich and poor.

... is strikingly different to...

Giving Recommendations:

*In light of the above, we believe the following
measures should be adopted...*

In the short/long term, we suggest you should consider...

My recommendations are as follows:...

In my view, in future, we should...

To improve the situation, we recommend...

It is recommended that...