

Report – Exam-Style Writing Tasks

English

Level 2 Writing

Two exam-style tasks · planning grid · mark scheme · model answer with examiner notes

Know the format: a report

Layout: a title → **To / From / Date** (or 'Prepared for / Prepared by') → **Introduction** (why the report was written and how you gathered information) → **Findings** under two or three subheadings (facts, figures, what people said) → **Conclusion** (what the findings add up to) → **Recommendations** (numbered, specific, realistic).

Tone: neutral and impersonal. 'It was found that...', 'Staff reported...', 'The data shows...'. Save your opinions for the recommendations, and even there write 'It is recommended that...' rather than 'I think'.

Detail: invent numbers – percentages, counts, dates. A finding without a figure is an opinion.

Useful phrases

- This report examines / was requested by...
- Information was gathered from...
- It was found that... / The data shows...
- Of the 26 members interviewed, 19 said...
- The main cause appears to be...
- It is recommended that...
- ... within 14 days / for a three-month trial
- Progress should be reviewed in...

Task 1 – exam-style (Pearson layout)

Task 1

21 marks · about 35 minutes

Information

You work at a leisure centre. The manager has noticed that fewer people are using the gym in the evenings and has asked you to find out why. You spoke to members and looked at the booking records.

You found: the gym is very busy between 5 pm and 7 pm and members complain about waiting for equipment; two treadmills have been broken for three weeks; the changing rooms are often dirty in the evening; several members said they had switched to a new gym nearby that opens until 11 pm.

Writing task

Write a report for the manager about evening gym use.

In your writing, you should:

- describe what you found out
- explain why members are using the gym less in the evenings
- recommend what the leisure centre should do

You should aim to write about **250 to 300** words.

(21 marks)

Plan first (5 minutes)

Title / To / From / Date

Introduction – why + how

Finding 1 (busy periods)

Finding 2 (equipment + changing rooms)

Finding 3 (competition)

Conclusion + 3 recommendations

Write your answer

[illegible]

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Task 2 – exam-style (Highfield layout)

Task 2

27 marks · about 30 minutes

Information

You are a volunteer with a community group that runs a weekly lunch club for older residents. The committee has asked you to write a report on how the club has gone in its first six months.

You make these notes: 42 regular members, up from 15 · costs £3.50 a head, charge £3 · volunteer shortage on Thursdays · transport is the main barrier – 8 people on waiting list can't get there · hall too small at Christmas

Writing task

Write a report for the committee about the first six months of the lunch club.

In your writing, you should:

- describe how the club has performed
- explain any problems
- recommend what should happen next

You should aim to write about **200 to 250** words.

(27 marks)

Write your answer

[illegible]

Report – Exam-Style Writing Tasks – Mark Scheme and Model Answer

How the examiner marks it, what a full-marks answer must include, and a model answer at a secure Level 2 pass standard.

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How writing tasks are marked

Marks	Composition (what the examiner looks for) – Grid A	Spelling, punctuation and grammar – Grid B
Top band 9–12 (Task 1) 7–9 (Task 2)	Ideas are consistently clear, with detail used <i>effectively</i> for the purpose and audience, at the right length. Format and structure are right for the text type; paragraphs are used effectively and the writing is held together with organisational markers. A range of sentence types, including complex sentences, used accurately. Language and register suit the audience, with a wide, well-chosen vocabulary.	Top: spelling of everyday and specialist words is accurate; a range of punctuation is used correctly and for effect; grammar is consistently accurate, including tense and subject–verb agreement.
Middle band 5–8 / 4–6	Ideas are reasonably clear with an appropriate level of detail. Format and structure are appropriate; paragraphs generally accurate; cohesion mostly maintained. Range of sentences with general accuracy. Wide vocabulary appropriate to purpose and audience.	Middle: mostly accurate spelling with some errors in harder words; sentence punctuation mostly accurate; grammar generally correct.
Lower band 1–4 / 1–3	Straightforward ideas with some clarity. Some use of appropriate format, paragraphs and cohesion. Some range of sentences with some accuracy. Some appropriate vocabulary.	Lower: errors in spelling and punctuation that sometimes affect clarity; limited or inconsistent grammatical control.

Based on the published Pearson Edexcel Level 2 writing grids (Task 1 = 21 marks: 12 composition + 9 SPaG; Task 2 = 15 marks: 9 + 6). Highfield, City & Guilds and NCFE mark the same strands with different totals (e.g. 27 per task).

Indicative content – what a full answer to Task 1 must cover

- Introduction stating the purpose (fall in evening use) and method (spoke to members, checked booking records)
- Findings under subheadings with figures: peak-time crowding and waiting; two treadmills broken for three weeks; dirty changing rooms in the evening; members leaving for a rival gym open until 11 pm
- A conclusion linking the findings to the drop in use

- Numbered, specific recommendations: repair equipment within a set time, add an evening cleaning slot, extend opening hours or trial late opening, off-peak pricing, a member survey
- Report conventions: title, To/From/Date, headings, impersonal tone

The examiner's list is "not prescriptive" – any relevant, developed ideas score – but every bullet point in the task must be addressed.

Model answer – Task 1 (288 words)

Report on the decline in evening gym use

To: Centre Manager · From: L. Ahmed, Fitness Team · Date: 21 September 2026 [format: title, To/From/Date]

1. Introduction

This report examines why fewer members are using the gym in the evenings. Information was gathered from the booking system for June to August and from conversations with 26 members during evening sessions in the first week of September. [purpose + method, with numbers]

2. Findings

2.1 Overcrowding at peak times. Bookings between 5 pm and 7 pm are 34% higher than last year, and 19 of the 26 members interviewed said they regularly wait more than ten minutes for a cardio machine. Use after 8 pm has fallen by 22%. [facts, figures, impersonal tone]

2.2 Equipment and cleanliness. Two of the six treadmills have been out of order since 28 August. Members described the evening changing rooms as 'dirty' or 'grim', and the cleaning log shows no clean between 4 pm and closing. [quotes what members said without becoming opinion]

2.3 Competition. Seven members said they had joined or were considering a new gym on the retail park, which opens until 11 pm and charges £4 a month less. [bullet 2 – the 'why' – is built into the findings]

3. Conclusion

Evening use is falling because the gym is unpleasant at the times members want to use it – crowded, partly broken and unclean – while a cheaper, later-opening competitor has become available. [one-sentence link between findings and the question asked]

4. Recommendations

1. Repair or replace the two treadmills within 14 days and set a 48-hour target for future repairs.
2. Add a 30-minute changing-room clean at 6.30 pm on weekdays.
3. Trial opening until 10 pm on Tuesdays and Thursdays for three months and monitor bookings.
4. Introduce an off-peak membership at a reduced rate for members who train after 8 pm.

[numbered, specific, realistic; bullet 3 covered]

Why this scores in the top band

- Every section a report needs is present and labelled; the numbering makes it easy to refer to in a meeting.
- Each finding has a figure and a source – bookings up 34%, 19 of 26 members, since 28 August – so the report reads as evidence, not opinion.
- The tone is impersonal throughout ('Information was gathered', 'Members described'); no 'I think' until the recommendations, and even there it is 'Trial...', 'Introduce...'.
 • Bullet 2 (why members are leaving) is answered by the findings and pulled together in the conclusion, rather than being left implicit.
- Recommendations are actions with timescales – the difference between a Level 2 report and a list of complaints.

Where Level 2 students lose marks on this text type

- Writing the report as a letter or an article – no headings, no To/From/Date. Format marks gone.
- Findings that are really opinions ('the gym is awful in the evenings'). A finding needs a number, a date or a quote.
- Recommendations that are vague ('improve the gym') or missing altogether.
- First person and emotive language ('I was shocked to see...'). Reports are neutral.