

Student's Worksheet 1

Reports - tips

Think about important features of reports. Use the ideas below to write some tips on what an effective report *should* and *should not* include.

Language i.e. register, vocabulary

Organisation and layout

Reasons and examples

Aims

Conclusion

Reports should	Reports should not

Student's Worksheet 2

Linguaskill Business Writing – sample task

This is an example task from the Linguaskill Business Writing test.

Read the task and answer the questions below.

The company you work for is considering starting a mentoring programme, where a more experienced employee is asked to give help and advice to a less experienced one. Your line manager has asked you to write a report on the impact a programme like this would have on your department.

Write a **report** for your line manager. **Discuss** the potential benefits and issues of starting a mentoring programme, and **make recommendations**.

Here are some points you may wish to consider in your report:

- the benefits your department might get from the mentoring programme
- how experienced and inexperienced employees might feel about the programme
- whether the mentoring programme should be introduced and if so, how.

You can also include your own ideas.

Write **at least 250 words**.

Use your own words as far as possible.

1. Who will read the report?
2. What is the main topic of the report?
3. What is the aim of the report?
4. What information needs to be included in the report?
5. Is it acceptable to include additional information in the report?
6. How should the report finish?
7. How long should the report be?

Student's Worksheet 3

Discussing & evaluating – evidence and opinions

Exercise 1

Look at the comments below which discuss the topic of a mentoring scheme at work. Underline the reason for the opinions given.

1. The support you give to a less experienced staff member may actually help you remember details about different processes at work. That's why I say that a mentoring scheme is mutually beneficial.
2. A further argument for not introducing a mentoring scheme is that the time taken explaining processes or systems could be better spent doing the work that is needed.
3. Can a mentoring scheme benefit the department? Certainly. It establishes a sense of teamwork, which will improve productivity and morale.
4. Given that inexperienced workers are bound to have a lot of questions, rigorous training would be more effective than a mentoring scheme.
5. Since more senior staff have more responsibilities, the time needed for mentoring is a key issue.
6. The failure of mentoring schemes is largely due to the lack of clear guidance on how they should operate.

Exercise 2

Look at the words and expressions below. Do they express a positive or a negative point of view?

It will be beneficial to all concerned.

It is bound to have a detrimental effect on motivation.

Despite initial concerns, the policy has proved advantageous in the long term.

Our first impressions were favourable.

The feedback has been constructive and has informed the next steps we need to take.

The new scheme had an adverse impact on relationships between colleagues.

The department is opposed to continuing with this scheme.