Look at this question.

Your teacher has asked you for a report on transport in your local area. Mention the main means of transport used and suggest how transport facilities could be improved. Write your report (120-180 words)

First you need to make a brief plan, with the ideas you want to include. Don’t try to include too many ideas as you risk going over the word limit.

- Main means of transport (car, bus, bicycle)
- Problems (traffic jams, infrequent buses, few cycle lanes)
- Suggestions for improvement (large car park on outskirts of town, shuttle bus, more frequent buses, more cycle lanes)

Don’t think in Italian first and then translate your ideas into English, as this will result in an unnatural style. Try to think of relevant English expressions.

For example:

The aim of this report is to …..

A brief overview

The majority of people …..

…. leads to several problems

Air pollution

Exhaust fumes

I think the local authority should …. 

Use discourse markers (firstly, secondly, in addition, finally). These help the reader to follow your argument.

It may be useful to back up your ideas with one or two statistics (Most people, 10% of the population etc). You can, of course, invent these, but try to make them sound plausible.

A report should have a title, and be divided into sections, each with a sub-heading. You should use a formal, or neutral style. Avoid contractions and idiomatic expressions.
Try to write as near as possible to the maximum limit. It is better to go over the limit by a few words than to write too little.

Here is an example.

Report on transport facilities in the La Spezia area

The aim of this report is to give a brief overview of transport facilities in my city, and to make some suggestions for improvements.

Main means of transport

The majority of people travel to and from work by car. Only about 10% of adults use buses on a regular basis, most of these being retired people. Another 5% use the bicycle as their main means of transport.

Current problems

This reliance on the car leads to several problems. Firstly, there is a problem of air pollution caused by exhaust fumes. Secondly, there are frequent traffic jams, especially during peak periods. Finally, it is often difficult to find places to park in the city centre.

Suggestions for improvements

I would like to see a new car park built on the outskirts of the city, linked by frequent shuttle buses to the city centre. This would reduce pollution and eliminate traffic jams. In addition, I think the local authority should encourage the use of bicycles by creating more cycle lanes. Finally, the bus service should be improved by increasing the frequency of buses and adding new routes to those already in place.