



CAE Writing

Writing a Report

This is a question from Complete CAE (Brooke-Hart and Haines, CUP).

You and a number of students from different countries have been working in an international company for a month as part of a work experience programme. The human resources manager of the company has asked you to write a report saying how useful the programme has been for the participants and including recommendations for future programmes. Write a report on the programme using the comments below which you collected from the students' feedback forms.

Teamwork

- Great international mix
- Some of the students need more language training
- Pity we couldn't finish the project!
- Not enough time
- I didn't always understand everything

Working in different departments

- Very interesting. Staff very helpful and friendly
- Would like more time in fewer departments
- I learnt a lot about office work

In general

- Well organized
- Not enough time for us to compare ideas and experiences
- Made some really good friends

Write your **report**. Write between 180 and 220 words.

Here is an example of a good answer to this question. Notice how the writer has organized the information into clear sections, each with a sub-heading. Notice too how this answer shows evidence of **register transfer**, that is, the writer's ability to move from the informal style of the notes to a more formal style appropriate for this type of writing.



Report on the Spring 2010 Work Experience Programme

Introduction

This report is based on feedback collected from participants in the Spring 2010 work experience programme. I will summarise these comments and offer some recommendations for future programmes.

Organisation of the team

Most participants commented favourably on the international flavor of the team and enjoyed the opportunity of working closely with people from other cultures. Several people mentioned that they had forged close relationships with their co-workers. It was widely felt however that a number of students would have benefitted from a specialized language course before beginning the programme, as some communication problems were experienced. It was also felt that more time was needed in order to complete the project.

Organisation of the work

In general, students appreciated the opportunity given to experience the work of the company at first hand, and commented on the helpfulness of the permanent staff. It was felt by some, however, that the experience would have been more productive if students had been given more time in each department, as this would have enabled them to gain a deeper insight into the workings of individual departments. It was also felt that more time was needed for the exchange of ideas and experiences.

Conclusion

Feedback was overwhelmingly positive and it is hoped that a similar programme can be put into place in future, taking into account the suggestions made above.

