Report

Improving lunchtime study in the school library

Complete original B2 First exam-style writing task. One possible model response, not an official Cambridge paper or awarded examiner score.

Your English teacher has asked you to write a report on how the school library could provide a better place to study at lunchtime. Students say the main shared study area becomes noisy, while a smaller room is often empty. Describe the current problem, explain how the unused space could help, and recommend practical changes. Write your report in 140-190 words in an appropriate style.

Write 140-190 words.

Write your response on separate paper before studying the model below.

One possible response

Lunchtime study in the school library

Introduction
The purpose of this report is to consider how the library could offer students a quieter place to work during lunch.

Current situation
Students report that noise in the main study area makes concentration difficult. Although this space is useful for working together, it does not meet the needs of students who want to study alone. Meanwhile, a smaller room is often empty.

Possible improvement
The smaller room could become a quiet study area at lunchtime. This would provide an alternative without preventing students from discussing work in the main room. Clear signs would help users choose the right space before they sit down.

Recommendations
I recommend trying this arrangement for four weeks. The library should explain the quiet-room rule and check whether students can find a seat when they need one. At the end of the trial, staff could ask users whether concentration has improved. Their feedback would help decide whether the arrangement should continue or needs adjusting.

This is an original model, not an official marked script. Other approaches can also meet the task.

Understand the task and model

Know what the teacher needs

The reader needs a practical assessment of an existing problem and recommendations. Cover the noise, the available smaller room and how a change would work. The task does not supply survey percentages, so the model does not invent them. "Students report" clearly attributes the observation to the people mentioned in the prompt.

Use headings to organise the report

Introduction, Current situation, Possible improvement and Recommendations let the reader locate different functions quickly. The introduction states the purpose; the next section presents the situation before proposing action. Headings are useful here, but they do not replace developed sentences explaining the findings and recommendations.

Link the recommendation to the finding

The smaller room addresses the need for quiet while the main area remains available for discussion. "Without preventing students from discussing work" explains why this is preferable to banning all conversation. The signs support the separation of uses. Each suggestion follows from the noise problem, rather than adding an unrelated request for new books.

Distinguish evidence from a proposal

The existing noise and empty room come from the task. The four-week trial is the writer's proposed action, introduced by "I recommend", not a claim that a trial has already happened. Similarly, asking for feedback is a future way to assess the change. Keep these time relationships clear in your own report.

Choose a suitable register

"The purpose of this report", "could become" and "I recommend" fit a neutral report for a teacher. The model avoids both very casual expressions and exaggerated formal language. Modal verbs such as could and should distinguish possible improvements from recommended actions; they help express the judgement precisely.

Check feasibility and limits

Checking seat availability recognises that a smaller room may not serve everyone. Gathering feedback before making the change permanent keeps the recommendation realistic. An alternative arrangement could also work if it uses the supplied facts and explains how it reduces disruption. Do not present unsupported cost savings or invented student numbers as evidence.

Check your own response

- Have I described the noise problem and the unused room?
- Have I separated current facts from future recommendations?
- Do my recommendations address the identified problem?
- Are the headings informative and the paragraphs developed?
- Is the tone neutral and suitable for a teacher?
- Have I avoided invented statistics or survey results?
- Is the report, including headings, within 140-190 words?