

Level 12 Lesson 4	Most people enjoyed the event!	Skills: Writing
----------------------	-----------------------------------	-----------------

Aims	<p><b>Learning goals:</b></p> <ul style="list-style-type: none"> <li>Learning about the structure of reports</li> <li>Learning some of the language typically used in reports</li> <li>Planning a report and making notes</li> <li>Writing a short report (120–180 words) of an event</li> </ul>	Contents	<p><b>Keywords</b></p> <p><b>Attending an event</b> <i>I attended, I saw, I went to</i></p> <p><b>Saying where an event was</b> <i>It was held at/in, It took place at/in</i></p> <p><b>Words for reporting opinions</b> <i>believed, felt, reported, said, thought</i></p> <p><b>Summarising</b> <i>In general, On the whole, Overall, To sum up</i></p> <p><b>Concluding</b> <i>For this reason, In conclusion, Therefore</i></p> <p><b>Making recommendations/suggestions</b> <i>I (strongly) recommend/suggest My recommendation/suggestion is that We/You/They/X should consider</i></p>
------	--	----------	---

## Language Analysis

### Making notes

Students can make notes in many situations, e.g. during lectures, when revising for exams. The main purpose in making notes is to remember information. Some ways to do this are:

- 1) Focus on writing down key words and the main points/themes
- 2) Make lists of main ideas
- 3) Keep sentences short, simple and concise
- 4) Use shorthand or abbreviated words where appropriate
- 5) Use bullets, colours, underlines and highlights
- 6) Use numbers to show order of information
- 7) Use a question mark for something you've missed out and need to check again later.

It is also important to remember that the notes are for the writer's own use – it is unlikely that anyone else will be interested in them. It doesn't matter if they are not in neat handwriting or there are spelling/grammar mistakes here and there, as long as what is written is comprehensible to the writer.

### Some interesting information

Clothes-swapping events have been popular in Britain since the mid-2000s, as part of a movement towards reducing consumption of new goods and instead trying to reuse/recycle old goods. Other things that could be done with old clothes include mending them, using the material to make different clothes, taking them to a recycling bank or taking them to a charity shop.

# Procedure


## Lead-in

### Key:

1. Yes
2. No
3. Yes
4. No
5. Yes
6. No

Lesson 4 – Most people enjoyed the event! **Lead-in**

Look at the picture and answer the questions.



What do you think is happening in the picture?  
 Do you know what 'swapping' means?  
 What do you do with your old clothes?  
 Can you think of anything else you could do with old clothes?  
 Which of these activities do you think might happen at a clothes swapping event?

	Yes	No
browsing (looking at) clothes	<input type="checkbox"/>	<input type="checkbox"/>
buying clothes	<input type="checkbox"/>	<input type="checkbox"/>
taking clothes for free	<input type="checkbox"/>	<input type="checkbox"/>
selling clothes	<input type="checkbox"/>	<input type="checkbox"/>
bringing your own clothes	<input type="checkbox"/>	<input type="checkbox"/>
making clothes	<input type="checkbox"/>	<input type="checkbox"/>

< 2 / 9 >

Draw students' attention to the pictures and tell them to answer the questions.

Extension: Hold a class discussion. Tell students to share their answers with the class. Then ask if any of them (or anyone they know) has ever attended event like this. Ask them to share their experiences with the class.

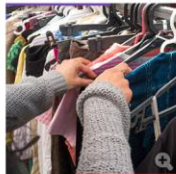
# Main input

**Key:**

1. Introduction
2. Organisation of the event
3. Feedback on the event
4. Conclusion

Lesson 4 – Most people enjoyed the event! Main input

Read the text and complete the gaps with the correct headings.



Your School Council has asked you to attend a local clothes swapping event and write a report about it. You should focus on how the event was organised and what the attendees thought about it, and make suggestions and recommendations for how a similar event could be organised at your school.

The aim of this report is to research ideas for a clothes swapping event at school. To do this, I attended a clothes swap held in the Park Community Centre in Oxford on April 23rd, and spoke to eight of the 30 attendees.

The rules were that everyone had to bring at least one item of clothing. People could browse for 15 minutes before the event opened to look at the clothes, but they were not allowed to reserve anything. When the event opened, people could take whatever they wanted.

The majority of people said they enjoyed the event, but five of them said they would have liked more time to browse before the swapping started. Some people felt that the clothes would have been better displayed on rails instead of tables.

On the whole, it was clear that most people enjoyed the event. For this reason, I strongly recommend that we hold a similar event, but I suggest having more browsing time and using rails for the clothes.

Feedback on the event   Introduction   Conclusion   Organisation of the event

< 3 / 9 >

Ask students to read the text and complete the gaps with the correct headings from the box.

**Extension:** Give out the **Handout**. Tell students to rearrange the letters to make words from the screen. Then ask them to find the words in the wordsearch.

**Handout**

ateeddnt _____	risai _____
clsteho _____	mernecod _____
rehcraes _____	aslrmi _____
etvne _____	gbnroilws _____
nigspwap _____	rteop _____

T M D R A L I M I S B  
 N A N R T O B S L C R  
 E E E S Z R L L L L O  
 V W M G W I O O A D W  
 E C M E A A T P E P S  
 F A O R E H P D E O I  
 V W C R E B N P K R N  
 E Z E S X E U J I M G  
 N D R F T Q V V J N N  
 N F D T X N X O M N G  
 W V A R E S E A R C H

## Key: Answers

ateeddnt: attended  
clsteho: clothes  
rehoraes: research  
etvne: event  
nigspwap: swapping

risai: rails  
merrneod: recommend  
asilrmi: similar  
gbrnriws: browsing  
rreop: report

T M D R A L I M I S B  
N A N R T O B S L C R  
E E E S Z R L L L L O  
V W M G W I O O A D W  
E C M E A A T P E P S  
F A O R E H P D E O I  
V W C R E B N P K R N  
E Z E S X E U J I M G  
N D R F T Q V V J N N  
N F D T X N X O M N G  
W V A R E S E A R C H

## Practice 1

### Key:

1. I suggest – Suggesting
2. The majority of people said – Reporting opinions
3. On the whole, It was clear that – Summarising
4. The aim of this report – Opening the introduction
5. I strongly recommend – Making a recommendation
6. To do this – Explaining what was done to get the information
7. For this reason – Concluding

Lesson 4 – Most people enjoyed the event! Practice 1

Match the language from the report to the functions.

The aim of this report is to research ideas for a clothes swapping event at school. To do this, I attended a clothes swap held in the Park Community Centre in Oxford on April 23rd, and spoke to eight of the 30 attendees.

The rules were that everyone had to bring at least one item of clothing. People could browse for 15 minutes before the event opened to look at the clothes, but they were not allowed to reserve anything. When the event opened, people could take whatever they wanted.

The majority of people said they enjoyed the event, but five of them said they would have liked more time to browse before the swapping started. Some people felt that the clothes would have been better displayed on rails instead of tables.

On the whole, it was clear that most people enjoyed the event. For this reason, I strongly recommend that we hold a similar event, but I suggest having more browsing time and using rails for the clothes.

The majority of people said	<input type="radio"/>	Reporting opinions	<input type="radio"/>
On the whole, it was clear that	<input type="radio"/>	Explaining what was done to get the information	<input type="radio"/>
I suggest	<input type="radio"/>	Opening the introduction	<input type="radio"/>
I strongly recommend	<input type="radio"/>	Making a recommendation	<input type="radio"/>
The aim of this report	<input type="radio"/>	Summarising	<input type="radio"/>
To do this	<input type="radio"/>	Concluding	<input type="radio"/>
For this reason	<input type="radio"/>	Suggesting	<input type="radio"/>

< 4 / 9 >

Ask students to match the language from the report with the functions.


## Practice 2

### Key:

1. The aim of this report
2. To do this
3. The majority of people said
4. Some people felt that
5. On the whole
6. It was clear
7. For this reason
8. I suggest

Lesson 4 – Most people enjoyed the event! Practice 2

Read and complete the sentences with the correct phrase.



\_\_\_\_\_ is to evaluate the success of an event I attended recently.

\_\_\_\_\_ I went to a show called 'A Brief History of Fashion' held at my local town hall on May 6th.

\_\_\_\_\_ that they enjoyed the show.

\_\_\_\_\_ it could have been organised differently.

\_\_\_\_\_ the event was well organised.

\_\_\_\_\_ that most people enjoyed it.

\_\_\_\_\_ I strongly recommend that anyone interested in the history of fashion sees this show.

However, \_\_\_\_\_ taking a cushion to sit on.

Some people felt that

The aim of this report

It was clear I suggest

To do this For this reason

On the whole

The majority of people said

< 5 / 9 >

Tell students to read and complete the sentences with the correct phrases.

## Practice 3

### Key:

#### Attending an event

I attended  
I went to  
I saw

#### Saying where an event was

It was held at/in  
It took place at/in

#### Words for reporting opinions

said  
reported  
thought  
felt  
believed

#### Summarising

On the whole  
In general  
Overall  
To sum up

#### Concluding

For this reason  
In conclusion  
Therefore

#### Making recommendations/suggestions

I (strongly) recommend/suggest  
My recommendation/suggestion is that  
We/You/They/X should consider



Focus students' attention on the chart and explain the different headings. Ask students to complete it by putting the words and phrases from the box into the correct group.

Monitor and help if necessary.

**Extension:** Put students in small groups. Ask them to think of some more words and phrases for each category.




## Practice 4

### Key:

Students' own answers.

Lesson 4 – Most people enjoyed the event! Practice 4

Read the prompts and use the pictures to help you decide which kind of event you would like to write about. Then, start to plan a report. Think about: what you will write in the introduction, what headings you will use for the 2nd and 3rd paragraphs. Make notes in your notebook.



Your school needs your views! We would like to organise a summer event for the whole school, and would be interested to hear about an event you have attended recently. Please make notes in preparation for a short report. Think about:

1. how you would describe the event and its organisation
2. your views and those of any other people you spoke to
3. any suggestions and recommendations

• Introduction

The aim of this report is to \_\_\_\_\_.  
To do this, I attended a \_\_\_\_\_ held at \_\_\_\_\_ on \_\_\_\_\_.

• \_\_\_\_\_ (paragraph 1)

• \_\_\_\_\_ (paragraph 2)

• Conclusion

< 7 / 9 >

Start the activity by brainstorming types of events with the students. Use the photos as a starting point, but encourage students to contribute their own ideas too.

Then ask students to read the prompts and use the pictures to help them decide which kind of event they would like to write about. Now tell them to start to plan a report. Get them to think about:

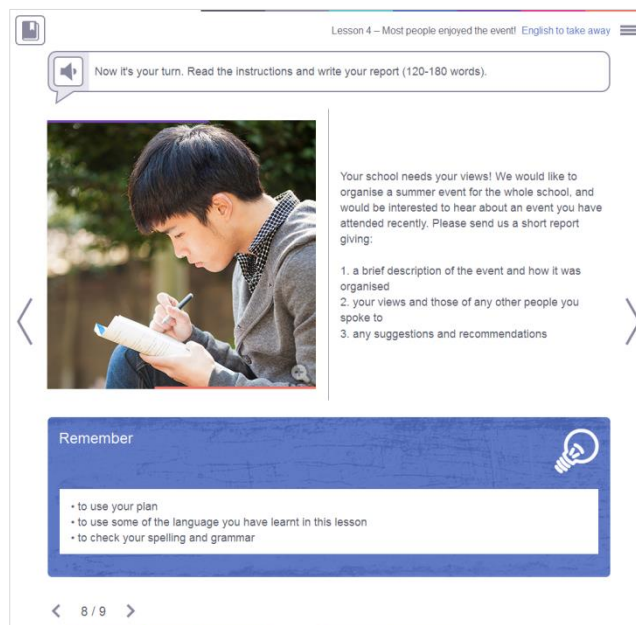
- what to write in the introduction,
- what headings to use for the 2nd and 3rd paragraphs.

Ask them to make notes in their notebooks.

## English to take away

### Key:

Students' own answers.



The screenshot shows a digital learning interface. At the top, it says "Lesson 4 – Most people enjoyed the event! English to take away". Below this is a speech bubble icon and the text: "Now it's your turn. Read the instructions and write your report (120-180 words)".

On the left, there is a photo of a young man with dark hair, wearing a grey jacket, sitting and writing in a notebook with a pen.

On the right, there is a text box that reads: "Your school needs your views! We would like to organise a summer event for the whole school, and would be interested to hear about an event you have attended recently. Please send us a short report giving:"

Below this text is a numbered list of instructions:

1. a brief description of the event and how it was organised
2. your views and those of any other people you spoke to
3. any suggestions and recommendations

At the bottom of the interface, there is a blue box with a lightbulb icon and the word "Remember". Inside this box, there are three bullet points:

- to use your plan
- to use some of the language you have learnt in this lesson
- to check your spelling and grammar

At the very bottom of the interface, there is a navigation bar with the text "< 8 / 9 >".

This is a 'free practice' stage. The aim is personalisation. Give students the following instructions:

Now it's your turn. Read the instructions and write your report (120–180 words).

Remind students to:

- to use their plan
- to use some of the language they have learnt in this lesson
- to check their spelling and grammar

**Extension:** Choose some students to read their reports to the class.

# Handout

ateeddnt \_\_\_\_\_  
 clsteho \_\_\_\_\_  
 rehcras \_\_\_\_\_  
 etvne \_\_\_\_\_  
 nigspwap \_\_\_\_\_

rlsai \_\_\_\_\_  
 mermnecod \_\_\_\_\_  
 aslirmi \_\_\_\_\_  
 gbnroiw \_\_\_\_\_  
 rreop \_\_\_\_\_

T M D R A L I M I S B  
 N A N R T O B S L C R  
 E E E S Z R L L L L O  
 V W M G W I O O A D W  
 E C M E A A T P E P S  
 F A O R E H P D E O I  
 V W C R E B N P K R N  
 E Z E S X E U J I M G  
 N D R F T Q V V J N N  
 N F D T X N X O M N G  
 W V A R E S E A R C H

# Answers

ateeddnt: attended  
 clsteho: clothes  
 rehcras: research  
 etvne: event  
 nigspwap: swapping

rlsai: rails  
 mermnecod: recommend  
 aslirmi: similar  
 gbnroiw: browsing  
 rrteop: report

**T M D R A L I M I S B**  
**N A N R T O B S L C R**  
**E E E S Z R L L L O**  
**V W M G W I O O A D W**  
**E C M E A A T P E P S**  
**F A O R E H P D E O I**  
**V W C R E B N P K R N**  
**E Z E S X E U J I M G**  
**N D R F T Q V V J N N**  
**N F D T X N X O M N G**  
**W V A R E S E A R C H**