ENGLISH LANGUAGE MASTERCLASS • GRADE 7

Formal Report Writing & Technical Register

A practical guide to facts, observations, structural layout, tone, and recommendations for school reports.

FOCUS TOPIC
School Cafeteria Investigation

KEY SKILL
Objective 3rd-Person Register

CORE CONCEPT

What is a Formal Report?

Factual Document

A formal report is an objective document written to present verified facts, clear observations, and actionable solutions to an authority figure.

Primary Purpose

To inform decision-makers (like Headteachers or Managers) about a situation and guide future action through structured findings.

Core Characteristics

Uses distinct subheadings, passive or third-person voice, precise data, and logical recommendations without emotional bias.

KEY WRITING SKILLS

Tone, Register & Standpoint Explained

Tone

The overall mood or attitude of the writing.

Rule: Objective & Neutral

Avoid dramatic or emotional words like "horrible" or "amazing".

Register

The level of formality chosen for the audience.

Rule: High Formality

Strictly no slang, contractions (can't/won't), or informal shortcuts.

Standpoint

The writer's perspective or position in text.

Rule: 3rd Person Distance

Use "Class 7B observed" or "It was recorded" instead of "I saw".

REGISTER ADJUSTMENT

Informal vs. Formal Report Register

INCORRECT (INFORMAL)

✕ "I think the cafeteria is super crowded and the food runs out way too fast."

✕ "We couldn't get food because kids were jumping the queue."

✕ "Fix the bouncy castle so kids don't get hurt!"

CORRECT (FORMAL)

✓ "Observational data indicates peak overcrowding in the dining hall."

✓ "Inadequate counter capacity caused significant delay in service."

✓ "Strict capacity limits must be maintained for activity safety."

STRUCTURAL BLUEPRINT

5 Essential Building Blocks of a Report

1. Header Block
To, From, Date, and Subject fields defining administrative scope.

2. Background
States who conducted the study, dates, location, and key objective.

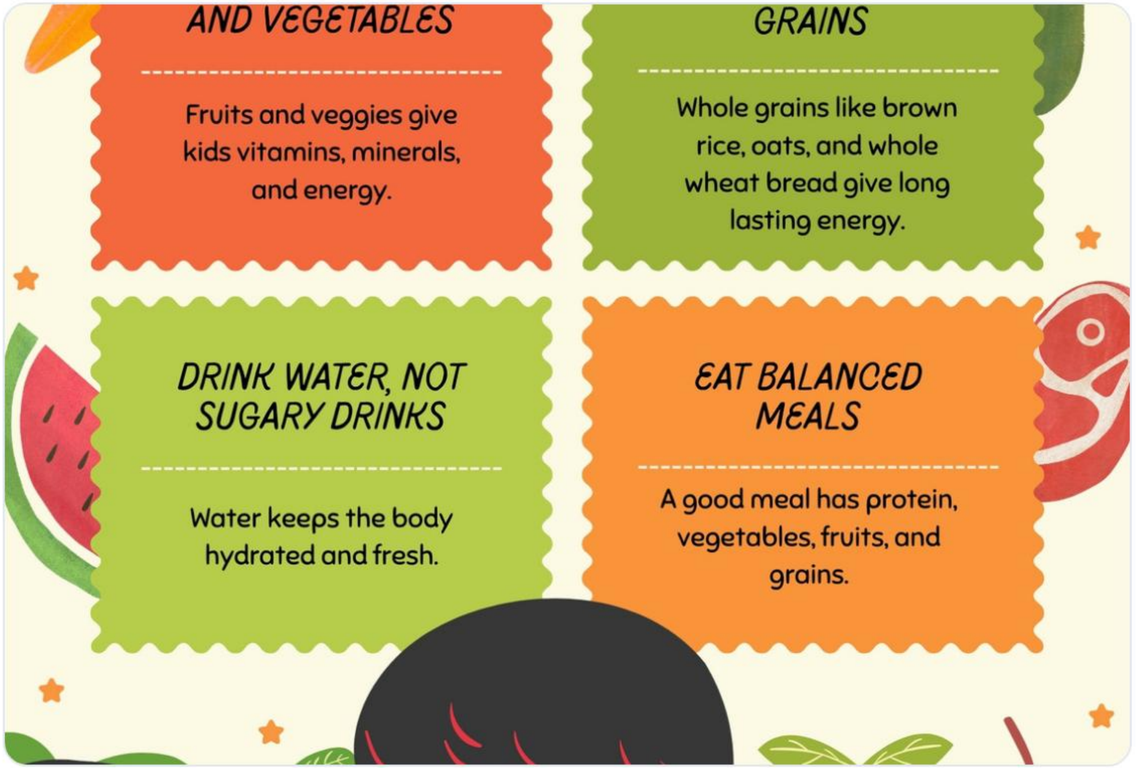
3. Details
Raw data, counts, timestamps, and observed events without evaluation.

4. Findings
Analytical summary explaining why observed issues occurred.

5. Recommendations
Actionable solutions bulleted with polite formal modals.

PRACTICAL CASE STUDY

Topic: School Cafeteria Investigation



Target Audience

Report submitted directly to the School Headteacher.

Key Problems Identified

Long queue delays, seating shortages, litter accumulation, lack of healthy food options.

Goal

Propose practical structural fixes without assigning personal blame.

STUDENT PRACTICE TEMPLATE • PART 1

Header & Opening Skeleton

To: [Insert Recipient Title]

From: [Insert Author / Class Committee]

Date: [Insert Date]

Subject: Evaluation of [Topic / Facility]

1. Background

Write 2–3 sentences stating WHO conducted the study, WHEN it took place, WHERE it occurred, and WHAT the main purpose was.

2. Details and Observations

Record 3–4 specific factual observations (e.g. queue wait times, seating numbers, waste levels). Avoid personal feelings.

STUDENT PRACTICE TEMPLATE • PART 2

Findings & Recommendations Skeleton

3. Findings

Explain WHY the observed problems are happening based on your details above:

- **Root Cause 1:** [Analyze first core issue...]
- **Root Cause 2:** [Analyze second core issue...]

4. Recommendations

List 3 actionable, formal solutions using modal verbs ("should be", "it is recommended that"):

- **Action Point 1:** [Propose practical fix...]
- **Action Point 2:** [Propose practical fix...]
- **Action Point 3:** [Propose practical fix...]

Notebook Copy Guide

Section A: Key Rules

- **Tone:** Calm, factual, no feelings.
- **Register:** Formal English (no contractions).
- **Person:** 3rd Person only (Class 7B, Students, It was observed).

Section B: Report Format

- **Header:** To / From / Date / Subject
- **Heading 1:** Background
- **Heading 2:** Details & Observations
- **Heading 3:** Findings
- **Heading 4:** Recommendations

Section C: Useful Phrases

- "Observations indicated that..."
- "It was recorded that..."
- "It is recommended that..."
- "To address this issue..."

ASSESSMENT & FEEDBACK

Common Student Errors to Avoid

MISTAKE 1 **Writing continuous story paragraphs:** Reports must have clear section headings and bullet points.

MISTAKE 2 **Using Personal Pronouns:** Avoid writing "I saw", "We decided", or "My opinion". Use passive or 3rd-person phrasing.

MISTAKE 3 **Vague Suggestions:** Recommendations like "Make the cafeteria better" are too broad. Use precise actions like "Install 3 express counters".

PRACTICE TASK

Classroom Exercise: Write Your Report

ASSIGNMENT

School Cafeteria Task

Write a formal report (150–200 words) addressed to your Headteacher evaluating your school's cafeteria.

CHECKLIST:

- ✓ Include standard To/From/Date/Subject header
- ✓ Use 4 bold section headings
- ✓ Write strictly in 3rd person register
- ✓ Bullet 3 practical recommendations



Mastery Goal

Students will demonstrate ability to present evidence neutrally and structure reports according to Cambridge English checkpoint criteria.

Any Questions?

Review your notebook notes and begin your cafeteria report exercise.

Image Sources



https://template.canva.com/EAGxX7Wgd-s/1/0/1131w-i95_dX-i9Yc.jpg

Source: www.canva.com