

The report

Present findings and recommend action

WORD COUNT	REGISTER	TITLE	STRUCTURE
~250 or ~400	Formal, objective, neutral	Subject line + section headings	Header + sections

STRUCTURE AND LAYOUT

Date: — [date]

From: — [your name / role]

Subject: — [clear, descriptive title]

Introduction — ~50-80 words — state purpose and data source

Section + heading — ~50-80 words — main point 1, under its own heading

Section + heading — ~50-80 words — main point 2, under its own heading

Conclusion / Recommendations — ~50-80 words — summarise + suggest action

DO'S AND DON'TS

DO

- Present and analyse facts, not personal opinions
- Be neutral, concise, and to the point
- Use the passive voice where appropriate
- Include specific data when referencing surveys/statistics — you may invent realistic figures
- End with clear recommendations or suggestions
- Make it the most visually organised text on your paper
- Use linking words to show language proficiency

DON'T

- Don't give personal opinions in the main body
- Don't repeat information across sections
- Don't write anything that isn't relevant
- Don't forget the Date / From / Subject header
- Don't forget section headings
- Don't use emotional or informal language

WEAKER VS. STRONGER

WEAKER

STRONGER

"I really think the school canteen is terrible and nobody likes it."

"Under heading 2, Findings: 68 per cent of the 120 students surveyed rated the canteen food as poor or very poor."

Why it matters. A report stays factual and impersonal and presents its evidence under numbered headings. Personal outbursts cost you marks for register and task achievement.

KEY TIP

Key tip. The report is the most visually distinctive text type. Examiners notice the headings immediately. Every section needs one, no exceptions.

USEFUL PHRASES

Introduction

- As requested, I have prepared a report on...
- The aim of this report is to...
- This report examines/compares...
- The data was collected through...

Presenting data

- Twenty per cent of the people asked...
- The majority of respondents...
- One out of five stated that...
- It is generally felt that...
- A large proportion of those interviewed...

Conclusion / Recommendations

- On the basis of these findings,...
- I would therefore recommend/suggest that...
- It would seem that... is the best option.
- In view of this, one can recommend...
- It would also be advisable to...

MODEL TEXT

Survey Results — Student Stress Levels (~250 words · Formal)

Date: 15 March 2026 From: Anna Gruber, Student Council Subject: Survey Results — Student Stress Levels

Introduction This report presents the findings of a survey on stress levels conducted among 85 students in years 7 and 8. The aim is to identify the main causes of stress and suggest possible measures. The survey was carried out anonymously over a two-week period in February and consisted of ten questions on workload, sleep and support services.

Key Findings The majority of respondents (72%) reported feeling stressed on a regular basis. Exams and homework deadlines were identified as the primary sources of pressure. In addition, 45% mentioned sleep problems connected to school-related anxiety. Only 18% were aware of the

school's existing counselling services. When asked about the timing of stress, students pointed clearly to the weeks before exams. Notably, girls reported higher stress levels than boys, although both groups named similar causes.

Recommendations On the basis of these findings, I would recommend introducing a weekly "no-homework day" and promoting the counselling service through posters and assemblies. It would also be advisable to schedule exams more evenly across the term to reduce pressure peaks. Finally, teachers could be encouraged to coordinate test dates through a shared online calendar so that deadlines do not pile up in the same week.

Conclusion In summary, stress is widespread among younger students and is closely linked to exams and homework. If these recommendations are put into practice, the school could noticeably improve both student wellbeing and academic results.

More online. This text type also has a second model text on a different topic for you to analyse yourself, plus quizzes and a sentence-ordering exercise, at matura.bernhardgmeiner.com.