

How to Write a Report for C1 Advanced (CAE)

By EnglishExam.eu Team | 3/5/2026

Master the C1 Report writing task. Learn the formal structure, objective tone, and analytical language needed to succeed in the Cambridge CAE exam.

WHAT IS A REPORT IN THE C1 ADVANCED EXAM?

A report is a factual document written for a superior (e.g., a boss) or a peer group (e.g., colleagues). Unlike a proposal, which focuses on future suggestions, a report primarily focuses on analyzing a past situation or evaluating data, although it often ends with a recommendation.

KEY FEATURES OF A GOOD REPORT

- **Formal Register:** The tone must be strictly formal and impersonal. Avoid emotional language.
- **Clear Layout:** Use a Title and Headings for every section. Bullet points are allowed and encouraged for clarity.
- **Analysis:** You are not just describing; you are evaluating. Use words like "majority," "minority," "significant," "ineffective."
- **Passive Voice:** Use the passive voice to maintain an objective tone (e.g., "It was found that..." instead of "I found that...").

STRUCTURE OF A REPORT

1. TITLE

A descriptive title indicating the subject of the report.

Example: Report on the Effectiveness of the New Employee Training Program

2. INTRODUCTION

State the purpose of the report clearly. Do not start with "I am writing this report to..."

Useful phrases:

- The aim of this report is to evaluate...
- This report outlines the findings of...
- The purpose of this report is to analyze...

3. MAIN BODY PARAGRAPHS (FINDINGS)

Divide your findings into 2-3 clear sections with headings. Present facts and analyze them.

Useful phrases:

- It was observed that...
- According to recent feedback...
- A significant number of students felt that...

4. CONCLUSION / RECOMMENDATION

Summarize the main points and provide a logical recommendation based on your findings.

Useful phrases:

- In conclusion, it appears that...
- Based on the findings above, it is recommended that...
- Taking all factors into consideration...

USEFUL LANGUAGE FOR REPORTS

Generalizing:

- On the whole,...
- In general,...
- For the most part,...

Reporting Results:

- Most people seem to...
- The majority of respondents stated that...
- Only a small fraction of the group...

SAMPLE REPORT QUESTION

Allowed time: 45 minutes. You observe that many students at your college are complaining about the lack of sports facilities. The Principal has asked you to write a report on the current condition of the facilities and to recommend improvements.

EXAMPLE REPORT

REPORT ON COLLEGE SPORTS FACILITIES

INTRODUCTION

The aim of this report is to assess the current condition of the sports facilities at the college and to suggest improvements based on student feedback.

CURRENT CONDITION OF FACILITIES

It has been noted that the existing gym equipment is outdated and frequently broken. Furthermore, the changing rooms are often described as unclean and insufficient in size for the number of students using them. Consequently, many students are discouraged from using the on-campus facilities.

STUDENT FEEDBACK

A survey conducted among final-year students revealed that:

- 80% of students would use the gym more often if the equipment were modernized.
- There is a strong demand for organized team sports, such as basketball and volleyball leagues.

CONCLUSION AND RECOMMENDATIONS

In light of the above findings, it is evident that the sports facilities require immediate attention. It is strongly recommended that the budget be increased to replace the gym equipment. Additionally, organizing inter-class tournaments would likely boost

student engagement and physical well-being.

FINAL TIPS

Always plan your headings before you start writing. If you get stuck, remember the structure: Introduction

-> Findings (Point 1)

-> Findings (Point 2) -> Conclusion.

