

## Report writing exercise worksheets A–E

### Worksheet A: report writing exercise

*Cut along the dotted lines for a cut-and-paste exercise. See Communication challenge 9.*

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|------------------------|---|
| <b>Title</b>           | Students' use of the college refectory  |
| <b>Introduction</b>    | A report on student use and views of the refectory has been requested by the college's academic board to determine how and when students use it. The information was obtained by distributing questionnaires, interviewing students and observation over a 2-week period. |
| <b>Findings</b>        | Almost half of all students considered the food on sale in the refectory to be too expensive, especially burgers and pasta, with some 25% complaining that the choice of food was very limited.   |
|                        | Around a half of all students either brought their own packed lunch to college or went into town during their lunch break and bought food and drink there.  |
|                        | Nearly all students considered the refectory staff both friendly and helpful.   |
|                        | A majority of students in the health and social care and services departments would like to see more healthy food on sale in the refectory.   |
|                        | Engineering and motor vehicle students all complained that the refectory closed too early on days when they had late finishes.  |
| <b>Conclusion</b>      | Overall, students were satisfied with the food and service provided in the refectory, although there were some issues over choice, cost and opening times.  |
| <b>Recommendations</b> | The refectory should: <ul style="list-style-type: none"><li>n reconsider its pricing of burgers and pasta</li><li>n introduce more healthy options on its menu</li><li>n extend its opening hours to meet the needs of certain departments.</li></ul>                     |