C1 Writing

Essay · Proposal · Report — templates & model answers (C1).

The three tasks compared

ESSAY

Semi-formal · no headings. Discuss the question (usually two aspects), then give your own opinion in opinion in the conclusion.

PROPOSAL

Formal · use headings. Persuade the reader: recommend ideas for the future and explain their benefits.

REPORT

Formal · use headings. Describe facts objectively (often past events), then make a recommendation.

General tips

- Plan before you write — note your paragraphs first.
- Aim for 220–260 words. Use clear paragraphs (and headings for proposals and reports).
- Show a wide range of grammar and vocabulary, and link your ideas with connectors.
- Keep the register consistent and appropriate for the reader.
- Leave two minutes to check grammar, spelling and punctuation.

1 The Essay — template

TASK

Your class has discussed how to reduce car use in cities. Write an essay discussing TWO of these ways and say which is more effective: public transport · cycling lanes · higher parking fees.

Structure

- Introduction — introduce the topic and say what you will discuss (no opinion yet).
- Body 1 — the first option: arguments for and against.
- Body 2 — the second option: arguments for and against.
- Conclusion — give YOUR opinion: which is more effective, and why.

USEFUL LANGUAGE

Introducing: It is often argued that… · There is no doubt that…
Adding: Furthermore · Moreover · In addition
Contrasting: However · On the other hand · Nevertheless
Giving your opinion: In my view · On balance · All things considered…

▸ *Model answer on page 5.*

2 The Proposal — template

TASK

The director of your college has money to improve facilities for students. Write a proposal suggesting how the money should be spent and explaining the benefits.

Structure (use headings)

- Title + Introduction — state the aim of the proposal.
- Recommendation 1 (with a heading) — the idea and its benefits.
- Recommendation 2 (with a heading) — a second idea and its benefits.
- Conclusion — your main recommendation and final justification.

USEFUL LANGUAGE

Purpose: The aim of this proposal is to…
Recommending: I would strongly recommend… · It would be advisable to…
Benefits (future): This would enable students to… · This would result in…
Concluding: To conclude, I believe that… should be the priority.

▸ *Model answer on page 5.*

3 The Report — template

TASK

You recently attended a language course abroad. Write a report for your teacher describing the course and recommending whether other students should take it.

Structure (use headings)

- Title + Introduction — state the purpose of the report.
- Factual section 1 (with a heading) — e.g. the course / the teaching.
- Factual section 2 (with a heading) — e.g. accommodation / activities.
- Recommendation — your overall assessment and advice.

USEFUL LANGUAGE

Purpose: The purpose of this report is to…
Describing / evaluating: It should be noted that… · On the whole…
Reporting facts: Use the past for what happened; be objective and impersonal.
Recommending: I would recommend… · I would advise anyone who… to…

▸ *Model answer on page 6.*

Model answers (1)

MODEL ESSAY (≈ 180 words)

Traffic in city centres has become a serious problem, and reducing the number of cars is now a priority. This essay will examine two solutions — improving public transport and building more cycling lanes — and consider which is more effective.

Investing in public transport has clear benefits. If buses and trains are frequent, cheap and reliable, many people will leave their cars at home. Moreover, a single bus can replace dozens of cars, reducing both congestion and pollution. The main drawback is the high cost of building such systems.

Cycling lanes are a cheaper alternative and improve public health. When people feel safe, they are far more likely to cycle to work. Nevertheless, cycling is not practical for everyone, particularly in bad weather or over long distances.

In my view, although cycling lanes are valuable, improving public transport is the more effective solution. It benefits a far wider range of people, including those who cannot cycle, and has the greatest potential to reduce traffic in the long term.

MODEL PROPOSAL (≈ 190 words · note the headings)

Improving College Facilities

Introduction

The aim of this proposal is to suggest how the available funds could best be used to improve facilities for students and to outline the benefits.

A new study area

First, I would strongly recommend creating a quiet, modern study area. Many students struggle to find space to work between classes. A well-equipped room with desks, good lighting and fast Wi-Fi would enable them to study more effectively.

Updating the sports facilities

Secondly, part of the budget could be spent on new sports equipment. The current facilities are outdated, and improving them would encourage more students to exercise, which reduces stress.

Conclusion

To conclude, I believe the study area should be the priority, as it would benefit the greatest number of students. If funds remain, improving the sports facilities would also be worthwhile.

Model answers (2)

MODEL REPORT (≈ 190 words · note the headings)

A Language Course in Dublin

Introduction

The purpose of this report is to describe the two-week English course I attended in Dublin last summer and to assess whether it would suit other students.

The course

The course was well organised and took place at a small school in the city centre. Classes were held every morning and focused on speaking and listening. The teachers were experienced and friendly, although the groups were larger than expected.

Accommodation and activities

Students stayed with host families, which gave excellent opportunities to practise English. The school also organised afternoon activities and weekend trips, all included in the price.

Recommendation

On the whole, the course improved my fluency considerably. I would recommend it to students who wish to practise speaking, though anyone who prefers small classes should confirm the group size before booking.

SELF-CHECK · BEFORE YOU HAND IT IN

- Have I answered every part of the task?
- Is the register consistent (and formal with headings for proposal/report)?
- Clear paragraphs? Ideas linked with connectors?
- A range of grammar and vocabulary (not the same words twice)?
- 220–260 words? Spelling and punctuation checked?