

Proficiency guide for report writing

LEVEL AND YEAR	REPORT STRUCTURE	FORMAT	THEMATIC DEVELOPMENT	ACADEMIC WRITING
B2 – First year	Can write a report that includes all relevant sections - introduction, design, results, discussion, and conclusion; work is presented in accordance with standard layout and paragraphing conventions.	Can write a report that includes references, and correct formatting of tables, content lists and page numbers.	Can write a report that develops an argument systematically, giving reasons and examples to support a particular point of view or option. Can synthesise information and arguments from a number of sources. Can evaluate different solutions to a problem.	Shows good grammatical control. Occasional minor mistakes in sentence structure may occur, but they are rare and do not lead to misunderstanding. Spelling and punctuation are reasonably accurate but may show signs of other language interference. Can use a limited number of linking words to create a clear, coherent text, marking the relationships between ideas, although some disjointedness may occur in longer pieces of writing.
C1 – Second year	Can write a report that includes all relevant sections - introduction, design, results, discussion, and conclusion; layout, paragraphing and punctuation are consistent and helpful.	Can write a report with adequate and valid referencing, and correct formatting of tables, content lists and page numbers.	Can write a clear, well-structured report on a complex subject, expanding and supporting points of view at some length with subsidiary points, reasons and relevant examples. Arguments are laid out in separate paragraphs and the report is rounded off with an appropriate conclusion.	Consistently maintains a high degree of grammatical accuracy; errors are rare and difficult to spot. Spelling is accurate, apart from occasional minor errors. Can produce clear, smoothly flowing, well-structured writing, showing controlled use of organisational patterns, connectors and cohesive devices.
C2 – Third year (this is considered mastery, so subsequent years of study will also be assessed at this level)	Can write a report that includes all relevant sections - introduction, design, results, discussion, and conclusion; layout, paragraphing and punctuation are free of error.	Can write a report with adequate and valid referencing, and correct formatting of tables, content lists and page numbers.	Can write clear, smoothly flowing, complex reports that present a case and develop an argument in an appropriate and effective style, with a logical structure that helps the reader to find significant points.	Maintains consistent grammatical control of complex language. Spelling, layout, and punctuation are free of error. Can create coherent and cohesive text, making full and appropriate use of a variety of organisational patterns and a wide range of cohesive devices.