Lesson 32 — Writing: A report

Name: _____ Class: 10 ____ Date: _____

29 useful words and phrases. Read each item, study the Uzbek meaning and the example sentence, then do the exercises.

A. Writing a report

#	English	Uzbek	Example sentence
1	**a report**	hisobot	Our teacher asked us to write a **report** about a job in our family.
2	**the main features**	asosiy xususiyatlar	Describe **the main features** of the job in the middle paragraphs.
3	**be suitable for**	…ga mos bo‘lmoq	A job with a lot of night work wouldn’t **be suitable for** me.
4	**present information**	ma’lumot taqdim etmoq (bayon qilmoq)	Short paragraphs help you **present information** clearly.
5	**a heading**	sarlavha	Each paragraph of the report has its own **heading**.
6	**a summary**	qisqacha mazmun	The last paragraph gives a short **summary** of the whole report.
7	**a suggestion**	taklif	Sardor ended his report with two useful **suggestions** for other pupils.
8	**an introduction**	kirish (qismi)	In the **introduction**, say why you are writing the report.
9	**a recommendation**	tavsiya	Finish your report with a clear **recommendation** for the reader.
10	**recommend**	tavsiya qilmoq	I would **recommend** this job to anyone who loves children.
11	**a reason**	sabab	Give two **reasons** why the job would or wouldn’t suit you.
12	**a conclusion**	xulosa (qismi)	In the **conclusion**, say clearly if the job would suit you.

B. A day at work

#	English	Uzbek	Example sentence
13	**spend a day at work**	ishda bir kun o‘tkazmoq	Last week I **spent a day at work** with my uncle at the airport.
14	**a daily routine**	kun tartibi	A doctor’s **daily routine** often starts very early in the morning.
15	**arrive at the office**	ishxonaga (ofisga) kelmoq	My mother usually **arrives at the office** at half past eight.
16	**have meetings**	uchrashuvlar (majlislar) o‘tkazmoq	The manager **has meetings** with customers every afternoon.
17	**observe**	kuzatmoq	I **observed** the nurse while she was talking to her patients.
18	**solve problems**	muammolarni hal qilmoq	My aunt helps small businesses **solve problems** with their money.
19	**financial**	moliyaviy	An accountant can give you good **financial** advice.
20	**manage money**	pulni to‘g‘ri boshqarmoq (sarflamoq)	Many young people don’t know how to **manage money** well.
21	**a career choice**	kasb tanlovi	Medicine would be a good **career choice** for Malika because she is very caring.
22	**work with animals**	hayvonlar bilan ishlamoq	Dilnoza wants to **work with animals** when she leaves school.
23	**change your plans**	rejalarni o‘zgartirmoq	Did your day at the bank make you **change your plans** for the future?

C. Job research and details

#	English	Uzbek	Example sentence
24	**search online**	internetdan qidirmoq	I **searched online** to learn more about the work of a pilot.
25	**suit**	mos kelmoq, to‘g‘ri kelmoq	Working at night doesn’t **suit** everyone.
26	**first aid**	birinchi tibbiy yordam	Paramedics give **first aid** to people after accidents.
27	**a night shift**	tungi smena	Nurses sometimes work a **night shift** at the hospital.
28	**save lives**	odamlarning hayotini saqlab qolmoq	Doctors and paramedics **save lives** every day.
29	**a regular income**	doimiy daromad	Many people prefer a job with a **regular income**.

Reading — today's words in context

Read the text. The words in **bold** are from today's list — cover the table above and try to understand them from the sentence.

Model answer — a report on a career

To: Mrs Karimova

From: Sardor Aliyev

Subject: A career as a paramedic

INTRODUCTION

To learn about careers, we were each asked to find out about a different job. I spoke to my uncle Bobur, who works as a paramedic, and I also **searched online**.

DAILY ROUTINE

On most days, my uncle starts work at seven o'clock. He drives to people who need help and gives them **first aid** until they reach hospital. Some days are quiet, but most are very busy.

SALARY AND JOB SATISFACTION

Paramedics do not receive a very high salary, but they can earn more by doing **night shifts**. As well as a **regular income**, my uncle gets a lot of job satisfaction because he **saves lives**.

CONCLUSION

Being a paramedic would be an appropriate **career choice** for me. Firstly, I want to help people. Secondly, I stay calm in difficult situations. Overall, I would **recommend** this career to anyone who is brave and caring.

Answer the questions in one sentence.

1. Who is the report to, and what is the subject?
2. Where did Sardor get his information?
3. What does a paramedic do on most days?
4. How can paramedics earn more money?
5. What is Sardor's recommendation?

Exercise 1 — Gap fill

Complete the sentences with one word or phrase from the list.

1. The aim of a report is to _____ information about a job in a clear way.
2. It's a good idea to give each paragraph a _____.
3. A report doesn't start with Dear … — it starts with To, From and _____.
4. To learn about careers, we were each _____ to spend a day at work.
5. On _____ days, my aunt arrives at the office at nine o'clock.
6. My uncle sleeps during the day this week because he is working a night _____.
7. As _____ as a good salary, she gets a lot of job satisfaction.
8. Being an accountant would not be an appropriate career _____ for me.
9. I am not interested in office work, and I would _____ work outdoors.
10. Use formal language and make a clear _____.

Exercise 2 — Match the word with its Uzbek meaning

#	English		Uzbek
1	a reason	a)	kuzatmoq
2	a regular income	b)	tavsiya qilmoq
3	observe	c)	tavsiya
4	arrive at the office	d)	hisobot
5	a report	e)	rejalarni o‘zgartirmoq
6	a career choice	f)	doimiy daromad
7	manage money	g)	pulni to‘g‘ri boshqarmoq (sarflamoq)
8	recommend	h)	sabab
9	change your plans	i)	ishxonaga (ofisga) kelmoq

#	English		Uzbek
10	a recommendation	j)	kasb tanlovi

Exercise 3 — Your own sentences

Write 3 true sentences about yourself, your family or your school — one word from each section (A-C). Underline the word you use.

1. _____

2. _____

3. _____

Homework

1. Write a report about jobs for young people in your town (120–150 words) — rejadagi vazifa; use To / From / Subject and four headed paragraphs.

2. Learn the 29 items with the flashcards: sozlar.com/vocab/cards/?set=grade10-lesson32

3. Finish the report about the career you planned in class (ex.8) and tick the ex.9 list.

Memory tasks (optional — choose one)

Students need to meet a word 5–7 times before they really know it.

1. **Sentences (tonight).** Write 8 true sentences using words from the list — at least one from every section.

2. **Flashcards.** sozlar.com/vocab/cards/?set=grade10-lesson32 — listen to each word, then test yourself English → Uzbek and back.

3. **Short text (100–120 words).** Use at least six words from the list.

4. **Speaking.** Tell a partner about the topic for one minute without stopping, using ten words from the list.

Answer key (teacher's copy)

Do not hand this page to the students.

Reading questions: 1. To Mrs Karimova, the teacher; the subject is a career as a paramedic.; 2. From his uncle Bobur, who is a paramedic, and online.; 3. He drives to people who need help and gives them first aid until they reach hospital.; 4. By doing night shifts.; 5. It would be a good career for him; he recommends it to anyone who is brave and caring.

Exercise 1: 1. present; 2. heading; 3. Subject; 4. asked; 5. most; 6. shift; 7. well; 8. choice; 9. rather; 10. recommendation

Exercise 2: 1-h 2-f 3-a 4-i 5-d 6-j 7-g 8-b 9-e 10-c