

WRITE A REPORT:

Choose a topic and write about it:

Your city is among the final candidates for hosting an important event. A group of authorities will be visiting your city to decide whether it should host it.

You have been asked to write a report for them. Your report should:

- Include information about city facilities, accommodation and transportation.
- Recommend how visitors may spend their leisure time

Write 140 - 190 words.

1.

Your school has decided to organise a charity event to be held in the school hall or on the outdoor playground. Write a report for the school director describing the advantages of both these options, and recommend where the charity event should take place.

*Write your **report**. (You should write between 140 and 190 words.)*

2.

Your local government wants to improve shopping facilities in your town. Your English teacher wants to know the opinions of students at your school. Write a report for your teacher, explaining what shopping facilities there are already exist and suggesting new shops that will benefit the town.

*Write your **report**. (You should write between 140 and 190 words.)*

3.

The college director where you study has asked you to write a report on a cultural language exchange you've recently been on. They would like to know how successful the trip was, and whether or not the college would should organise more trips like this.

*Write your **report**. (You should write between 140 and 190 words.)*

1.