Example Report

To: *Miss Amanda*
From: *Rachel Lee*
Subject: *School Facilities*

Introduction

This report presents the findings of a survey on the facilities at SMK Permas Jaya 2. It also suggests some improvements to the facilities.

The Library

Most students think the library is neither big enough nor well equipped. As a result, it is not as useful as it should be. A different location for the library could be either the old science lab or the music room as both of these are much bigger than the library. Students also suggested we have more computers put in so students can do research on the Internet there.

Classrooms

In general, most students believe the classrooms are good. They particularly like the interactive whiteboards as they make lessons more interesting. However, students complained about the temperature. The students felt that the classrooms should have either air conditioning or more fans.

Conclusion

To sum up, the main recommendations are to both move the library and to improve equipment in it, as well as to provide a better air conditioning system for the classrooms.

Writing Format

To: _____

From: _____

Subject: _____

Introduction

_____

Heading #1

_____

Heading #2

_____

Conclusion

_____

Useful Expressions

Introducing reports

The aim / purpose of this report is to …
This is a report on …
This report will present the findings of …

Closing reports

To sum up, the main recommendations / suggestions are …
In conclusion, …

School facilities & equipment

canteen
classrooms
common room
computer room
theatre
gym
interactive whiteboard
library
playground
science labs
toilets

After-school activities

arts and crafts
choir practice
cooking
music and drama
sports teams

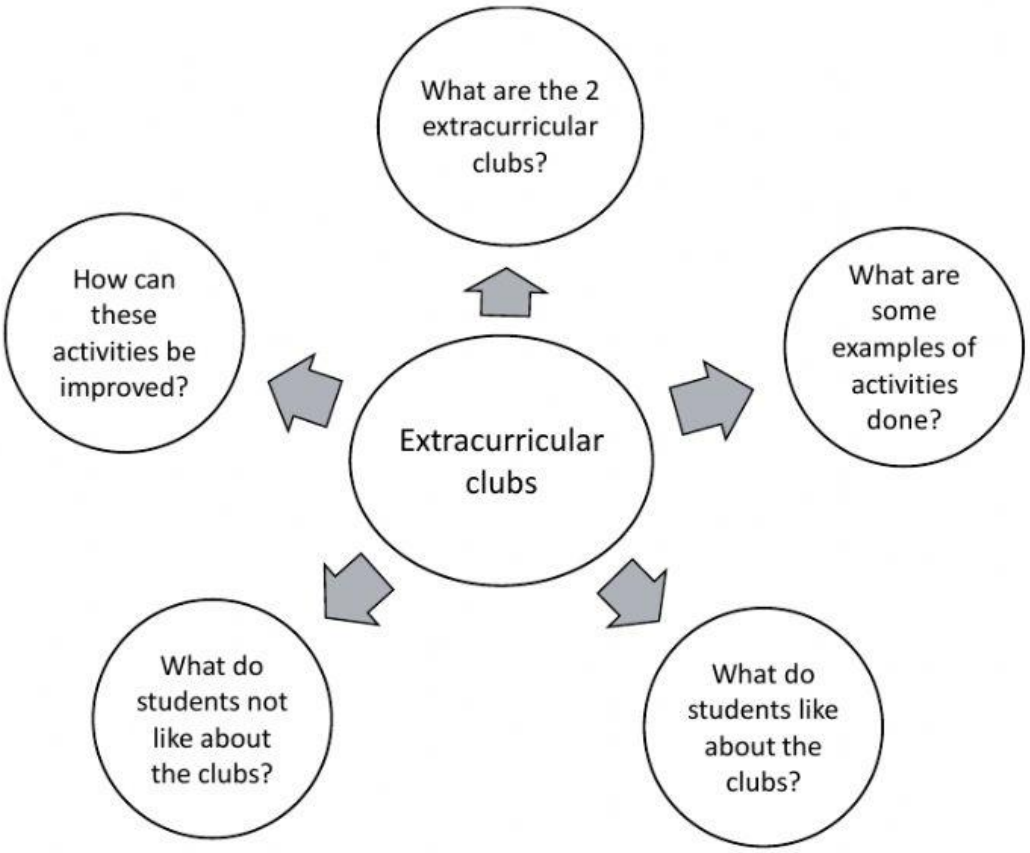
LIVEWORKSHEETS

Part 2

[20 *marks*]

You should spend about 35 minutes in this part.

You recently carried out a student survey on the extracurricular clubs at your school.
In about **120 words**, write a report summarising opinions on two clubs and suggest how these activities can be improved.
You **may** use the notes below to help you.



Write your **essay.**

LIVEWORKSHEETS

[20 marks]

-END OF QUESTION PAPER

LIVEWORKSHEETS