LESSON 105
FULL BLAST: FORM 4
UNIT 8: IMAGE
TOPIC: WRITING A REPORT
THEME: PEOPLE & CULTURE

Name: _____ Class: _____

A. Discuss.

- Do the students at your school publish a school magazine or newspaper? If yes, what is it like? If not, would you like your school to have one?

  _____

- What features should a good school magazine or newspaper have?

  _____

B. Read the writing task below and identify the key words by writing them in the space provided.

Your school publishes the monthly magazine "Shine in the Dark'. The head teacher of your school has asked students to write a report on the magazine and suggest in what ways it can be improved.

Key words: _____

C. Think about the writing task and answer the questions. Choose **A** or **B**.

1. Who are you writing the report for?

   A. a peer B. a superior

2. Why are you writing it?

   A. to discuss why the magazine is not successful B. to recommend how to make the magazine better

3. What style should it be written in?

   A. formal B. informal

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D. Now read the report below and choose the appropriate heading for each paragraph.

Student involvement | Becoming digital | Conclusion | Introduction | New features



To: Abang Othman Masagus, Head Teacher of SMK Green Road
From: Paul Abidin
Subject: Shine in the Dark

1. _____
This report focuses on some aspects of our school magazine, *Shine in the Dark*, which need to be improved in order to update it and make it more appealing.

2. _____
It is a fact that the Internet has changed the way people get informed nowadays. As a result, an online version of the magazine would be easier for students to access than its printed form. It would also make the magazine available to parents and other people in the community.

3. _____
A large majority of the students believe that *Shine in the Dark* should have more variety. For example, discussion forums, chat rooms and a place for students to publish their projects and artwork are just a few ideas of what could be added to the online version of the magazine.

4. _____
Last but not least, more students should be involved in all stages of the publication process, for example when deciding on the topics, when writing up the articles or when working on the design. If we go online, a lot of students from ICT classes would be motivated to volunteer their help and ideas.

5. _____
To sum up, I believe that if the above recommendations are carried out, *Shine in the Dark* online will be a huge success.

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E. The information in a report is usually presented in an impersonal, formal way. One way of doing this is by using the Passive Voice. Rewrite the report below in the Passive Voice to make it more formal and suggest an appropriate heading for each paragraph.

To : Board of Directors of Bedford TV
From : Tom Edison
Subject : Suggestions on how to improve the quality of Bedford TV

1. _____

This report describes what we must do to improve the quality of the local TV channel, Bedford TV.

_____

2. _____

To start with, we must do something about the long commercial breaks. We need to limit them considerably.

_____

3. _____

In addition, we should add more variety to the daily programme. Specifically, people have asked for more entertainment programmes.

_____

4. _____

Finally, we should broadcast a special news report with local news only once a day. We will attract new viewers that way.

_____

5. _____

To sum up, if we carry out the suggestions I have made, we will improve the quality of Bedford TV considerably.

_____

Headings:

Conclusion	More Variety	A New Feature	Introduction	Commercial Breaks

Passive Voices:

To start with, something must be done about the long commercial breaks. They need to be limited considerably.
To sum up, if the suggestions I have made are carried out, the quality of Bedford TV will be improved considerably.
Finally, a special news report with local news only should be broadcast once a day. New viewers would be attracted that way.
This report describes what must be done to improve the quality of the local TV channel, Bedford TV.
In addition, more variety should be added to the daily programme. Specifically, more entertainment programmes have been asked for.

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