

11 Lessons to Learn

Writing: a report

Learning Focus

Remembering common errors

- It's a good idea to keep a list of common errors that you make in English.
- Think about words, collocations and expressions which are different in English to your language and note them down in your list, e.g.

both and either to talk about two people or things – positive meaning.

both + plural noun, I like both my teachers.

both + two singular nouns I like Mrs Brown and Mr White.

both of + plural noun Both of my teachers are great.

either + singular noun We could have either Mrs Brown or Mr White today.

either of + plural noun Either of our teachers could come today.

neither – negative meaning

neither + singular noun, Neither Mrs Brown nor Mr White can teach today.

neither of + plural noun Neither of the teachers can teach today.

neither ... nor / either ... or to compare two people or things, ... etc.



A Circle the correct words.

- 1 We can spend the break **neither / either** in the playground or in the common room.
- 2 **Neither / Neither of** the teachers were worried about the student's performance.
- 3 You can do **both / both of** woodwork and design at our school.
- 4 It was suggested that either drama **nor / or** dance should be offered next term.
- 5 Both **students / student** have been given a laptop.
- 6 **Neither / Nor** the principal nor the teachers feel action should be taken.

B Underline the key words and phrases in the writing task below and then answer the questions in your notebook.

You recently carried out a student survey on facilities at your school as part of a social studies project. Write a report summarising opinions on two facilities mentioned in the survey and suggest how these facilities could be improved. (100–120 words)

- 1 What will you write?
- 2 What are school facilities?
- 3 How many facilities will you discuss?
- 4 What two things must your report include?

C Read the model report and complete it with **both, either or neither**.

Introduction

This report presents the findings of a survey on the facilities at Torringdon High School. It also suggests some improvements to the facilities.

The library

Most students think the library is (1) _____ 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 (2) _____ the old science lab or the common room as (3) _____ 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 during winter. The students felt that the classrooms should have (4) _____ central heating or air conditioning.

Conclusion

To sum up, the main recommendations are to (5) _____ move the library and to improve equipment in it, as well as to provide a better heating system.