Name: _____ Class: _____

Suitable style for Introductions

Direction: Match the poorly written sentences to the better ones.

We want to improve the sports facilities in our school and this is how we want to do it.	I am making, as requested, the following proposals to deal with the noise outside our school.
We are going on a trip to the beach and this is what we are going to do.	The purpose of this report is to suggest some ideas for improving the community club house.
We are going to have a Fun Day at school and here is what it will include.	This report outlines some plans concerning ways of improving the sports facilities in our school.
You asked me what to do about the noise outside our school and this is what I think we should do.	We are happy to announce that the school will be holding a Fun Day and the activities will be as follows.
Here are some ideas for improving the community club house.	We wish to inform students of details of a trip to the beach.

LIVEWORKSHEETS