

WRITING SKILLS: writing short reports

1 Match headings 1–4 with example sentences a–d.

- | | |
|----------------------|-------------------|
| 1 Conclusion | 3 Recommendations |
| 2 Facts and Findings | 4 Introduction |
- a) More nurses should be employed as soon as possible.
- b) To sum up, there are not enough nurses to look after the number of patients in the hospital.
- c) This report looks at the role of nurses at the County Hospital.
- d) The average nurse is now working 17 hours a day.

READING

2 Match headings 1–4 in Exercise 1 with gaps a–d in the report.

3 Read the report and answer the questions.

- What is the report about?

- How many recommendations are made?

- How many facts and findings are there?

- How many sources did the writer use?

- Is the conclusion positive or negative?

4 Listen to a presentation of the report and fill in gaps 1–9.

5 Put the words in the correct order to make other recommendations.

- be changed address web could the

- advertise good be the website idea to might a it

- that hospital the its a responsibility patients it has understand must to

- essential references is people's check to it

St Swithin's Hospital

REPORT FOR THE HOSPITAL BOARD

a

This report investigates St Swithin's hospital website. It includes recommendations for the hospital.

The report gathered information from the following sources:

- the website itself.
- its links to other websites.
- the opinions of 1 _____.

b

- It is not clear what the purpose of the website is. Is it for 2 _____, for doctors and surgeons to publish their articles, or to supply a link for Internet shopping?
- There are too many links to irrelevant websites.
- It hasn't been updated for 3 _____.
- It doesn't show that there are well-known doctors and surgeons working at the hospital.
- The website is run by two doctors, one of whom 4 _____.

c

This is a poor website and something 5 _____.

d

- It 6 _____ for the hospital to hire a professional company to recreate the website.
- It 7 _____ the hospital prepares a clear description of what they want on the website.
- The hospital 8 _____ that the old website cannot continue and therefore it 9 _____ immediately.



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