

**Number the boxes below to form a complete report. Then, copy the report onto your writing book**

Report: Suggestions on Improving the Classroom Environment	
Subject: Ways to Make the Classroom More Pleasant	
Seating Arrangement	
To: Principal	
This would not only maximize space but also encourage collaboration and interaction among students.	
From: Student Representative	
Firstly, one of the main aspects to focus on is the seating arrangement. At present, the current layout can feel cramped, especially during group activities.	
Therefore, I recommend arranging the desks in a U-shape or in smaller clusters.	
Lighting and Ventilation	
The purpose of this report is to suggest several improvements to our classroom in order to create a more pleasant and conducive learning environment.	
Secondly, lighting and ventilation are areas that require significant improvement. The classroom often feels dim and stuffy, particularly during long sessions.	
Additionally, improving ventilation, perhaps by installing fans or air conditioning, would greatly enhance comfort and concentration levels.	
To address this issue, I suggest adding more natural light through larger windows or using brighter, energy-efficient lights.	
Moreover, the classroom could benefit from more educational and motivational decorations.	
By adding posters, interactive charts, or student artwork, we could make the space more vibrant and stimulating, thus creating a more inspiring environment for learning.	
Conclusion	
Wall Decorations	
In conclusion, by implementing these suggestions, we can significantly improve the overall atmosphere of the classroom, making it a more comfortable and engaging place for both students and teachers.	