UNIT 7 page 93 PART 2 WRITING - REPORT: MAKING SUGGESTIONS

You can often show the **reason** for your **suggestion** by describing the **result**. Match these suggestions about what to print in a new college magazine with their results.



Suggestions *(cadangan)*	
1	games and puzzles
2	poems and short stories
3	a 'problem' page
4	interviews with successful former students
5	photographs of sports competition winners
6	news and information about the college
7	readers' letters



Results *(akibat)*	
a	be interesting and would give students good role models
b	inspire creativity
c	be fun and enjoyable
d	give students a chance to give their point of view
e	make students feel proud of the college
f	be helpful, especially for new students
g	help students who have similar worries

Suggestions can be given using:

1. **Active voice**
2. **Passive voice**
3. **a Gerund**

How do you form a gerund? Look at the two ways of making recommendations about a college magazine.

subject verb

Passive: I recommend ~~that~~ a good mixture of articles ~~be~~ **publish**~~ed~~.

Active : I recommend publishing a good mixture of articles.

Gerund

verb subject

(refer Section 4. Report on the College Television Channel page 92)

Rewrite the recommendation using the **Gerund** structure. (*refer example above*)

I recommend that a good mixture of news, college information and entertainment programmes **be broadcast** on the college TV channel.

I recommend _____ .

Rewrite the recommendation below to the Passive & a Gerund

Active: I think we **must focus on** careers advice and information.

Passive I recommend that _____ .

Gerund I recommend _____ .

LIVEWORKSHEETS