

FORM 5 UNIT 7 : THE MEDIA

WRITING : PAGE 92 -93



Writing

Report: Making suggestions

Reports are usually written in formal language to give information and make suggestions or recommendations. A good way to make your suggestions sound more formal is to use the passive form of the verb. For example, instead of saying that people *could do something*, you can say that *something could be done*.



Translation : Laporan biasanya ditulis dlm bahasa rasmi untuk memberikan maklumat dan membuat cadangan atau usulan. Satu cara yang baik untuk mengutarakan cadangan anda agar kedengaran lebih rasmi ialah dengan menggunakan bentuk pasif kata kerja. Contohnya, daripada mengatakan bahawa seseorang boleh berbuat sesuatu, anda boleh mengatakan bahawa sesuatu sepatutnya boleh dilakukan.

1 Rewrite the following suggestions in the passive. (Refer to Grammar 7.1 page 169)

1 We could upload short news videos.

2 We could employ fewer news reporters.

2 Choose suggestions that could help in the following situation. Use the passive. (Refer to Grammar 7.1 page 169)

1 Young viewers say that we show all our music programmes too late at night.

2 Some of our viewers say they don't like commercials being shown during films.

3 Read the writing task. The subject of the report had been circled and what you have to write had been underlined.

Your college has decided to start its own TV channel for students. You have been asked to write a report for the college dean about the types of programmes it could show in order to provide information and entertainment for students, explaining why they would be popular.

Write your **report**. (140-190 words)

4 Read this report that was written in answer to the writing task in 3.

Report on the College Television Channel

Introduction

The aim of this report is to describe the kinds of television programmes that students at the college would find informative and entertaining.

Information

Students often complain that they do not have enough information about college facilities such as the library and the performing arts studios. Programmes about different areas of the college could be shown each week. Students would be able to see all the facilities and learn how and when they can use them. College news programmes would keep students up to date, and useful information such as bus timetables could be included.

Entertainment

'What's On' programmes telling students about films, theatre performances and concerts that are coming to the college would help increase audiences. Video clips of films and bands could also be shown as these are always very popular. In order to make our foreign students feel more welcome, multi-cultural themes could also be included.

Recommendation

I recommend that a good mixture of news, college information and entertainment programmes be broadcast on the college TV channel. This will encourage all students to become more involved in the life of the college.

Type the suggestions made in the passive for each of these sections.

Information :

1. _____
2. _____

Entertainment :

1. _____
2. _____

5 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

- 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

- 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