

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.

We are going on a trip to the beach and this is what we are going to do.

We are going to have a Fun Day at school and here is what it will include.

You asked me what to do about the noise outside our school and this is what I think we should do.

Here are some ideas for improving the community club house.

I am making, as requested, the following proposals to deal with the noise outside our school.

The purpose of this report is to suggest some ideas for improving the community club house.

This report outlines some plans concerning ways of improving the sports facilities in our school.

We are happy to announce that the school will be holding a Fun Day and the activities will be as follows.

We wish to inform students of details of a trip to the beach.