Read the report below. Write one verb from the box in the correct form in the gaps.

Writing a report
Tania Rodas

benefit contain ~~discuss~~ find improve make participate recommend reduce spend

Our college money

Introduction

The purpose of this report is to **(1)** ..... whether the money which has been given to the college should be **(2)** ..... on improving the classrooms or on students' social activities and to **(3)** ..... a recommendation.

The classrooms

The college classrooms are well equipped with the latest technologies. Each classroom already **(4)** ..... computers with internet connection and an interactive whiteboard. However, the furniture needs replacing because students who attend class all day **(5)** ..... it uncomfortable, and this affects their concentration. Furthermore, the classrooms would **(6)** ..... from an air-conditioning system, and this would also **(7)** ..... the quality of students' work.

Social activities

The college already has a social programme with a wide range of activities for students to **(8)** ..... in. If money was spent on this, it would **(9)** ..... the cost of the activities for the students and they would be able to take part in more of them.

Recommendation

I **(10)** ..... spending the money on new furniture and an air-conditioning system as this would have a beneficial effect on students' work in class.

LIVEWORKSHEETS

Work in pairs.

1 What recommendation does the writer make to the college director?
2 How can the college director find things quickly in the report if he/she doesn't have much time?
3 Has the report dealt with everything in the writing task?
4 What is the purpose of each section?
5 Which tenses are used? Why?
6 Does the report use contractions (*it's, we'll*)? Why? / Why not?

Type your answers here.

Complete these ways of making recommendations and suggestions by putting the verb in brackets into the correct form.

1 I recommend ..... (*install*) a new air-conditioning system.
2 I suggest ..... (*spend*) money on improving the social programme.
3 I suggest that the college should ..... (*buy*) new furniture for the classrooms.
4 It would be a good idea ..... (*equip*) all the classrooms with computers.

LIVEWORKSHEETS