

Name :

Class:

In pairs, read a sample report below, complete it based on the previous video that you have watched!

From : Akash Rao
To : The Principal Holy Family School
Date : March 20, 2011
Sub : Plastic Awareness Campaign

Do it by DIY Yourself

You recently asked me to _____ (1) a short report on "The Plastic Awareness Campaign" that I have been _____ (2) in the neighborhood. You asked that I submitted a report within three weeks of the start of the campaign.

The Plastic Awareness Campaign has been _____ (3) in 10 schools till now. Workshops, interactive sessions as well as _____ (4) are an integral part of the campaign.

Students have _____ (5) a keen interest in our campaign. More than a hundred students have come forth to join the campaign and _____ (6) people to use plastic wisely. Students enroll in workshops _____ (7) by Mr. Das and other students of Holy Family School. They are asked to explore alternatives other than plastic. They are also instructed in proper _____ (8) of plastic and are made aware of the dangers of plastic to both environment and man.

The response in the Plastic Awareness Campaign has been positive. Students show a lot of interest in pursuing this campaign, even outside of school grounds. I would like to _____ (9) that the Campaign continue for another two months. This will make it possible to educate several schools in the city. It would also be helpful if the students are taught how to make simple paper bags using old newspapers, magazines, and books.

We can make "The Plastic Awareness Campaign a running success in the city. Another more detailed report will duly be _____ (10) to you, in the event that the plastic campaign is extended.

(Signature)

Akash Rao

Campaign Leader

*Do your best
God will do the rest*

Source: The 21st Century English for SMK