

## 5f Writing A report

### Model analysis

- 2 Read the model and fill in the blanks (1-5) with the correct heading (A-E).

- A PROTECT HIGH RISK GROUPS
- B CONCLUSION
- C PROVIDE INFORMATION
- D INTRODUCTION
- E SHARE PATROL DUTIES

- 1 The purpose of this report is to suggest three ways that we can make our neighbourhood safer for its residents.
- 2 One possibility is to participate in neighbourhood watch schemes. Residents would take turns to carry out inspections in the area and report anything suspicious to the police. As a result, burglars and car thieves would be deterred.
- 3 Another idea is to introduce volunteer programmes aimed at escorting vulnerable citizens. For example, the elderly and the disabled are especially open to attack when outside their homes. Many would welcome the assistance of a companion when they are mobile.
- 4 It could also be helpful to organise criminality awareness campaigns. For instance, leaflets advising on safety in the home, on the streets and when using public transport could be distributed. This would help citizens to be better informed and therefore more prepared to deal with crime.
- 5 To sum up, there are a number of ways that our neighbourhood can be made safer. I believe that if the above suggestions are adopted, security in local communities will be vastly improved.



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- 3 a) Complete the sentences using the appropriate linkers from the list.

- in this way   since   therefore   due to   and  
however   in addition   instead   such as

- 1 School bullying can be reduced if schools regularly hand out questionnaires to teachers and students. \_\_\_\_\_, they can learn how widespread the problem is \_\_\_\_\_ how to deal with it.
- 2 One possible way of dealing with inner city crime is to introduce more green spaces. Young people will have more space for recreational activities \_\_\_\_\_ sports. \_\_\_\_\_, green areas may have a calming effect on their aggression.
- 3 A prison sentence is not appropriate for juvenile criminals. \_\_\_\_\_, young criminals could be asked to repair or clean up the damage they cause.
- 4 CCTV cameras are a useful means of detecting crime in public areas. \_\_\_\_\_, some people see them as an infringement of their privacy.
- 5 Home burglaries are increasing \_\_\_\_\_ lack of proper policing. \_\_\_\_\_, the authorities should introduce extra foot patrols in residential areas.
- 6 Employing a store detective is a good solution to the problem of shoplifting \_\_\_\_\_ they can instantly apprehend the shoplifter.

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- 3 b) Match the extracts to the headings.  
One heading is extra. ...

A DOING A FORM OF USEFUL WORK

B PROVIDING SHELTER

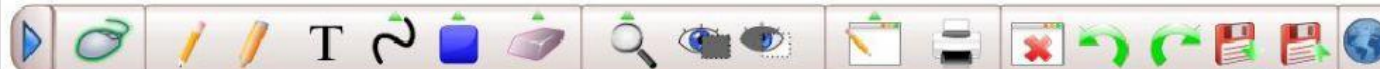
C EMPLOY EXTRA PERSONNEL

1

In order to make public transport safer, bus and train companies could increase the number of security staff. In particular, specially trained officers could monitor the late night services. As well as reducing the risks to passengers, it would give them greater peace of mind.

2

One approach to the problem of prison overcrowding is to give more community based sentences. This would create more room in prisons, save the government money and benefit the local community by improving the area.



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- 4 Replace the words/phrases in bold with more suitable formal words/phrases from the lists. ...

tackle

the aim of this report is

A

1) I've written this report ... to suggest ways we can

2) get to grips with ... the problem of littering in our town.

be effective

of great benefit to

all in all

I firmly believe

B

1) To cut a long story short, ... creating job training schemes and organised youth activity programmes will be 2) a big plus for ... young people. 3) I bet ... that following these recommendations will 4) work wonders ... in reducing gang violence.

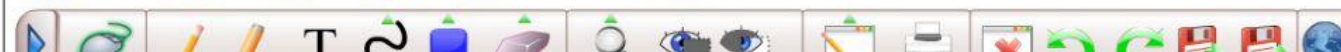






5 b) Match the suggestions (1-3) to the supporting points (A-C).

Suggestions	Reasons/Examples/Results
1 Step up security.	A Students can speak to someone in confidence. They will receive advice, e.g. about what to do if they are being bullied.
2 Set up telephone help lines.	B Experts can explain how to deal with aggression and bullying. This way students can be prepared if they are in a threatening situation.
3 Organise school safety talks.	C Guard entry points and patrol school grounds regularly. This will help keep unauthorised visitors out.



6 a) List the suggestions and supporting points under the headings:

One possibility is to step up security. Staff could guard entry points and patrol school grounds regularly. As a result, this will help keep unauthorised visitors out.

It would be a good idea to set up telephone help lines. By doing this, students can speak to someone in confidence. As a result, they will receive advice, for example, about what to do if they are being bullied.

A further consideration would be to organise school safety talks. Experts can explain how to deal with aggression and bullying. This way students can be prepared if they are in a threatening situation.

#### EFFECTIVE COMMUNICATION

#### AVAILABILITY OF INFORMATION

#### CREATE A SUPPORTIVE ENVIRONMENT

