

WRITING A REPORT

Your class has had a discussion on the fact that it is becoming unsafe to travel on public transport in your area, especially late at night. Your teacher has asked you to write a report.

Your report should:

- include a description of the problem
- suggest what the authorities and citizens can do to ensure a safe trip on means of public transport.

Write your report (140-190 words).



Useful Language

Introduction

- The purpose/aim of this report is to ...
- This report contains ... on ...

Suggestions

- One possibility is to ... • We could ...
- It would be a good idea if ...
- A further consideration would be to ...

Supporting points

Reasons

- because • as • since • due to

Examples

- for example/instance • such as • like

Results

- In this way, • As a result, • Therefore

Recommendation

- I would (not) recommend ...
- I suggest that ...
- I believe/think (that) ...

Conclusion

- To sum up, • On the whole
- All in all, • In conclusion,

Count words: