

## UNIT 7 page 93 PART 2 WRITING - REPORT: MAKING SUGGESTIONS

You can often show the **reason** for your **suggestion** by describing the **result**. Match these suggestions about what to print in a new college magazine with their results.



SUGGESTION		REASONS
Suggestions (cadangan)		Results (akibat)
1	games and puzzles	a be interesting and would give students good role models
2	poems and short stories	b inspire creativity
3	a 'problem' page	c be fun and enjoyable
4	interviews with successful former students	d give students a chance to give their point of view
5	photographs of sports competition winners	e make students feel proud of the college
6	news and information about the college	f be helpful, especially for new students
7	readers' letters	g help students who have similar worries

Suggestions can be given using:

1. Active voice
2. Passive voice
3. a Gerund

**How do you form a gerund?** Look at the two ways of making **recommendations** about a college magazine.

**Passive:** I recommend **that** a good mixture of articles **be published**.

**Active :** I recommend **publishing** a good mixture of articles.

**Gerund**

verb

subject

(refer Section 4. Report on the College Television Channel page 92)

Rewrite the recommendation using the **Gerund** structure. (refer example above)

I recommend that a good mixture of news, college information and entertainment programmes **be broadcast** on the college TV channel.

I recommend \_\_\_\_\_.

Rewrite the recommendation below to the **Passive & a Gerund**

Active: I think we **must focus on** careers advice and information.

**Passive** I recommend that \_\_\_\_\_.

**Gerund** I recommend \_\_\_\_\_.