



ENGLISH FORM 3

Unit 11: lessons to learn

WRITING A REPORT



Created by: Teacher Nathasya, SMK Bandar Baru Sentul, Kuala Lumpur

Task C:

Read the model report and complete it with **both**, **either** or **neither**. (you may use the word given more than once)

You recently carried out a student survey on facilities at your school as part of a social studies project. Write a report summarizing opinions on two facilities mentioned in the survey and suggest how these facilities could be improved.

Introduction

This report presents the findings of a survey on the facilities at Torrington High school. It also suggests some improvements to the facilities.

The library

Most students think the library is (1) _____ big enough nor well equipped. As a result, it is not as useful as it should be. A different location for the library could be (2) _____ the old science lab or common room as (3) _____ of these are much bigger than the library. Students also suggested we have more computers put in so students can do research on the internet there.

Classrooms

In general, most students believe that classrooms are good. They particularly like the interactive whiteboards as they make lessons more interesting. However, students complained about the temperature during winter. The students felt that the classrooms should have (4) _____ central heating or air conditioning.

Conclusion

To sum up, the main recommendations are to (5) _____ move the library and to improve the equipment in it, as well as to provide a better heating system.