

Name :

Class:

Read the following text in pairs and answer the questions.

Alumni Gathering Report

DIY
Do It by Yourself

Terms of Reference

Mr. Nana, the headmaster, has requested this report on the Alumni Gathering Activity. The report was to be submitted to him by 30 December 2018,

Procedure

A representative selection of 15% of all participants were interviewed during the alumni gathering, on 16 December 2018 concerning:

1. Overall satisfaction with the activities in the gathering.
2. Problems encountered when dealing with the facilities.
3. Suggestions for the improvement of next gathering activity.

Findings

1. The participants were generally satisfied with the activities in the gathering.
2. Some problems were encountered when they lacked of mineral water.
3. Most of the participants complained about the comfortability in the room.
4. The most common suggestion for improvement was the mineral water availability.

Conclusions

1. Participants are happy to join the activities in the gathering.
2. They have problems with the room.
3. Improvements need to take place in the comfortability of the room.
4. Mineral water availability should be considered as the most urgent need.

Recommendations

1. Meet the committee to discuss the serious problems faced by the participants.
2. Give priority improvements on room comfortability.
3. Have an outdoor gathering.

Source: The 21st Century English for SMK

Do your best
God will do the rest

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Questions

1. What is the text about?
2. What happened to the participants?
3. What made them not happy?
4. What can be concluded?
5. What should be improved?
6. If everything has been improved, what do you think will happen?
7. What will the head master probably react knowing the situation?
8. If you were the committee, what will be your priority of improvement?

Source: *The 21st Century English for SMK*

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