## WRITING SKILLS: writing short reports

**1** **Match headings 1–4 with example sentences a–d.**

1 Conclusion
2 Facts and Findings
3 Recommendations
4 Introduction

a) More nurses should be employed as soon as possible.

b) To sum up, there are not enough nurses to look after the number of patients in the hospital.

c) This report looks at the role of nurses at the County Hospital.

d) The average nurse is now working 17 hours a day.

## READING

**2** **Match headings 1–4 in Exercise 1 with gaps a–d in the report.**

**3** **Read the report and answer the questions.**

1 What is the report about?

_____

2 How many recommendations are made?

_____

3 How many facts and findings are there?

_____

4 How many sources did the writer use?

_____

5 Is the conclusion positive or negative?

_____

**4** **Listen to a presentation of the report and fill in gaps 1–9.**

**5** **Put the words in the correct order to make other recommendations.**

1 be changed address web could the

_____

2 advertise good be the website idea to might a it

_____

3 that hospital the its a responsibility patients it has understand must to

_____

4 essential references is people's check to it

_____

St Swithin's Hospital

### REPORT FOR THE HOSPITAL BOARD

a ___

This report investigates St Swithin's hospital website. It includes recommendations for the hospital.
The report gathered information from the following sources:
- the website itself.
- its links to other websites.
- the opinions of [1] _____.

b ___

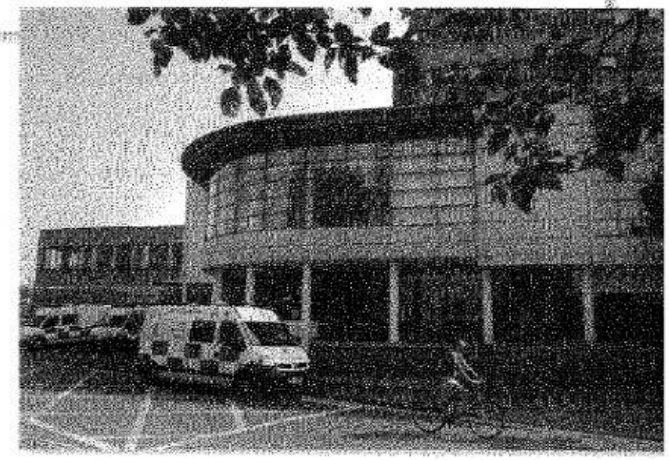
- It is not clear what the purpose of the website is. Is it for [2] _____, for doctors and surgeons to publish their articles, or to supply a link for Internet shopping?
- There are too many links to irrelevant websites.
- It hasn't been updated for [3] _____.
- It doesn't show that there are well-known doctors and surgeons working at the hospital.
- The website is run by two doctors, one of whom [4] _____.

c ___

This is a poor website and something [5] _____.

d ___

1 It [6] _____ for the hospital to hire a professional company to recreate the website.
2 It [7] _____ the hospital prepares a clear description of what they want on the website.
3 The hospital [8] _____ that the old website cannot continue and therefore it [9] _____ immediately.





LIVEWORKSHEETS

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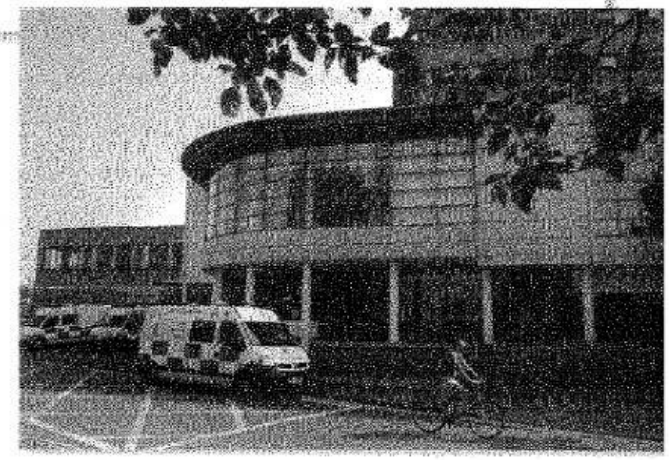
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