

Part 2. Report
Time: about 40 min
Number of words : 140-190
Type: Formal

Report

You are a high school student and you have been asked to write a report on the school canteen and suggest ways that would make it more popular with the students

Report - Plan

Introduction:

Short. State the purpose of the report.

2nd paragraph:

Decide on an area to include and give a heading

3rd paragraph:

Decide on an area to include and give a heading

4th paragraph:

Decide on an area to include and give a heading

Conclusion

Summarize findings and recommendations.

TITLE: eg HOW TO MAKE THE SCHOOL CANTEEN MORE POPULAR

INTRODUCTION

The purpose of this report is to ...(assess) and suggest some ways to

LOCATION

The canteen is located.... If it were....students could....

SNACKS AND BEVERAGES

The canteen offers I think there could be....

PRICES

I think some products are... Students do not have.... If....

CONCLUSION

In general the school canteen is..... However to make it more..... I would recommend....