

Topic 8 - Imagine that the school principal has asked you to prepare a report on the school's sports facilities. Your report should include the following information:

- the good and bad points of the school's existing sports facilities
- what facilities urgently need to be upgraded
- what new facilities should be introduced this year
- why the new facilities are needed

WRITE your report in about 200 words.

.....

To: Mr. Tom Brown - School Principal

From: Terry White - High school student

Subject: Description and evaluation of our school's sports facilities

Date: 14 June 2104

Introduction

The purpose of this report is to assess the condition of our school's sports facilities and make recommendations for further improvements.

Positive and negative aspects of existing sports facilities

Our school has an indoor gym and two outdoor courts. The gym is spacious enough to accommodate up to eighty students simultaneously. It is equipped with plenty of instruments for gymnastics but we can not play any sports indoors. The outdoor courts are one for basketball and the second for volleyball and they are separated with a wire fence from the main school yard. The wire fencing allows students to play without disturbing their classmates. However, the wire is broken in several spots and it has some rusty spikes that may cause accidents.

What needs urgent improvement

The most immediate need is the replacement of the rusty fence wire. Next the basket nets are completely torn and the backdrops would be better with a coat of paint. Finally, most of the gymnastic equipment has to be serviced because the movable parts are loose.

New facilities and how they can improve our school

We can turn the poorly used volleyball court into a 5X5 football field. This will attract much more kids. The volleyball court can be accommodated in the indoor gym. The volleyball net can easily be removed when we want to do gymnastics. Moreover, we could construct three rows of grandstand seats. In this way we can organise sports events and have audience to attend.

Conclusion

If we follow the above mentioned recommendations we can upgrade our sports facilities with a low cost and boost the reputation of our school.

Imagine that the school principal has asked you to prepare a report on the school's sports facilities. Your report should include the following information:

- **(1)** the good and bad points of the school's existing sports facilities
- **(2)** what facilities urgently need to be upgraded
- **(3)** what new facilities should be introduced this year
- **(4)** why the new facilities are needed

.....

(Start with To:... From:... Subject:...)

To: Mr. Tom Brown - School Principal

From: Terry White - High school student

Subject: Description and evaluation of our school's sports facilities

Date: 14 June 2104

(Use headings over the paragraphs)

Introduction **(State the purpose of the Report)**

The purpose of this report is to assess the condition of our school's sports facilities and make recommendations for further improvements.

(1) Positive and negative aspects of existing sports facilities

Our school has an indoor gym and two outdoor courts. The gym is spacious enough to accommodate up to eighty students simultaneously. It is equipped with plenty of instruments for gymnastics but we can not play any sports indoors. The outdoor courts are one for basketball and the second for volleyball and they are separated with a wire fence from the main school yard. The wire fencing allows students to play without disturbing their classmates. However, the wire is broken in several spots and it has some rusty spikes that may cause accidents.

(2) What needs urgent improvement

The most immediate need is the replacement of the rusty fence wire. Next the basket nets are completely torn and the backdrops would be better with a coat of paint. Finally, most of the gymnastic equipment has to be serviced because the movable parts are loose.

(3&4) New facilities and how they can improve our school

We can turn the poorly used volleyball court into a 5X5 football field. This will attract much more kids. The volleyball court can be accommodated in the indoor gym. The volleyball net can easily be removed when we want to do gymnastics. Moreover, we could construct three rows of grandstand seats. In this way we can organise sports events and have audience to attend.

Conclusion

If we follow the above mentioned recommendations we can upgrade our sports facilities with a low cost and boost the reputation of our school.