Part 2. (optional) REPORT.

Tip 1.

Your report must be neutral, descriptive and factual. Use passive structures. It is addressed to one person (a supervisor, a director or a colleague)

Tip 2.

Opening paragraph:

● This report summarises the...

● The report will also analyse how...

● This report will assess the current situation in/of.... and recommend improvements on... ●

● The purpose of this report is to...

● The aim of this report is to...

Body paragraphs: Headings!!

Tip 3.

Closing paragraph:

● To conclude it would seem that...

● To sum up it is obvious that...

● All in all, I consider the suggestions above would help to...

● Should the aforementioned changes be implemented it is certain that...

Writing Task

You are the leader of a local youth group and you have read the article above. You have been asked to write a report for your local website on the extent to which people should be concerned about the recent outbreak of the coronavirus and what precautions they should take. In your report you should explain what the new virus is, how it is transmitted and how dangerous it is considered to be. You should also describe its symptoms, the available treatment and the possible precautions one could take.

CAETask: WRITE your report in 220-260 words.
CPETask: WRITE your report in 280-320 words.

To:
From:
Subject:
…………………………………………………………………
Intro =

Subheading (i) =
Subheading (ii) =
Subheading (iii) =

Closing paragraph =
…………………………………………………………………