

- ① The office where you work needs some refurbishment. Write a report for your boss explaining what the situation is and giving suggestions to make it a better place to work in.
- ② The manager of the school where you study is worried because the number of students attending lessons has fallen dramatically. He has asked you to send him a report explaining what the reasons for that fall are and giving recommendations to attract more students.
- ③ Last summer you stayed in a country house in Tunbridge Wells. Now the owner wants to know people's opinion about their stay in order to make changes to make it more comfortable. Write a report for the owner giving ideas to help him.
- ④ The Mayor of your city is worried about the big impact that globalisation is having on the town. He has asked the citizens to send him reports with their views on the situation and with ideas to help preserve the city's identity. Write a report for the Mayor.