

Answers to **A report – exercises****Preparation**

1. information
2. aim
3. subheading
4. recommend

1. Check your understanding: true or false

1. True
2. False
3. True
4. False
5. True

2. Check your writing: matching – useful language

1. Say why you are writing the report
2. Say how you got your information
3. Summarise what you found out
4. Conclude by giving your recommendations

3. Check your writing: gap fill – making recommendations

1. organising an interview
2. that we make a book **OR** making a book
3. to prepare questions for the interview
4. that we invite all students **OR** inviting all students
5. using a microphone for the interview
6. to choose representatives from each class
7. printing the book professionally
8. that we give students adequate time to prepare their contributions **OR** giving students adequate time to prepare their contributions