

TASK:

You work for a tourist organization in a university town with a large number of foreign students. You have been asked to write a report about eating out in your town. Describe the best places for students to eat and drink in the area, and say why you think these places are suitable for foreign students. Write your report.

To: Sandra Walters, Director, Stonebridge Tourist Organisation
From: Eric Johnson, Deputy Director
Subject: Places for students to eat and drink in the Stonebridge area
Date: 6 May, 20...

PURPOSE

The aim of this report is to provide details of places to eat in the Stonebridge area that are suitable for students visiting from other countries.

FAST FOOD RESTAURANTS

There are a number of fast food restaurants in Stonebridge. The two most popular are O'Donnel's in Mill Street and The Burger Palace in Cornwall Road. At either of these places students can enjoy cheap food in clean surroundings. Another advantage is that they have the opportunity to meet local people of their own age.

RESTAURANTS

Many of the town's restaurants can be found in Kingsbury Square. The most popular of these are Tucker's and The Lobster Pot, which have varied menus. Prices are reasonable — about £5 for a main course. Booking is recommended at weekends. Students will enjoy dining in these restaurants, as they offer authentic local dishes in a cosy, traditional atmosphere.

CAFÉS AND BARS

Most of these are located in the old part of town. Davies' Coffee Shop serves sandwiches and pies at reasonable prices. Another favourite is The King's Arms, which has a friendly atmosphere and serves a limited range of home-cooked meals. Both places are recommended for foreign students who want an enjoyable evening out listening to music or dancing.

CONCLUSION

On the whole, the eating places in Stonebridge offer good value and there is enough variety to suit students' individual needs. A visit to any of the above would be an excellent way to meet local people and experience local entertainment.

SOURCE: Successful Writing Intermediate, page 131.

TASK:

You have been asked to visit a place with a view to using it for receptions, and to write a report about it. Include the following points:

- information about the location
- services
- security
- say whether you would recommend it or not

To: Mrs Rollins, Foreign Affairs Officer
From: David Stern, Administrative Assistant
Subject: Oakley Hall

Introduction

The purpose of this report is to assess the suitability of Oakley Hall for hosting formal receptions in honour of visiting foreign officials.

Location and Features

Oakley Hall is located on King Street, only three kilometres from the Embassy. The two-acre grounds are well-kept and attractive. The three-storey building consists of a large reception hall on the second floor and a smaller function room on the first floor. The larger hall can accommodate 300 people, while the smaller hall on the first floor can accommodate 150. Although there is a garden behind the building, outdoor receptions are not available.

Services

Oakley Hall has a staff of 100 and offers a wide range of services. The kitchen serves international cuisine and the bar includes a wide variety of wines. Waiting staff, bartenders and parking attendants are also available for receptions; please note that an extra fee will be charged for these services.

Security

Oakley Hall is surrounded by a high wrought-iron fence and all entrances are observed by security cameras. There are guards positioned at the main and rear gates. The car park, located outside the gates, is also guarded. Although this may seem adequate, the area along the fence must also be patrolled to prevent trespassers from entering the grounds.

Recommendations

In conclusion, it is recommended that Oakley Hall be used for our receptions. It satisfies all our requirements and as far as security measures are concerned, they can easily be improved to suit our needs.

