

TASK: PROPOSAL REPORT

You are on the committee of a film club, and have been asked to write a report for the club chairman, suggesting two films to be shown as part of the club's programme. You should briefly describe each film and explain why you think the club members would enjoy these films. Write your report.

To: David Wilson, Chairman, Silver Screens Film Club
From: Jennifer Carlisle, Committee member
Subject: Film recommendations
Date: 4th February, 20....

AIM

The purpose of this report is to recommend two films to be included in the film club's programme for the summer season.

FIRST RECOMMENDATION

The English film *Sleuth* would be a good choice for the June screening. Michael Caine and Sir Laurence Olivier star in this mystery classic. The exceptional thing about this film is that, using make-up, costumes and different accents, these two actors play all the roles in the film.

SECOND RECOMMENDATION

Little Big Man is the second recommendation. This is a black comedy dealing with some serious themes in American history. Dustin Hoffman heads an excellent cast of veteran performers in this epic.

REASONS FOR RECOMMENDATIONS

Both films would offer club members a lot to think about, as well as being amusing and entertaining. This would be a nice contrast to last year's films, which were rather serious. Furthermore, the quality of acting and direction in both films is excellent, which is sure to please our members.

CONCLUSION

For the reasons above, I recommend *Sleuth* and *Little Big Man* as choices for the summer programme. I believe these films would entertain our members and increase attendance at the screenings.

TASK: INFORMATIVE REPORT

You are organizing a music concert, on behalf of a local charity which is going to take place in three weeks. Write a progress report for the next meeting of the charity committee, explaining what arrangements have been made and what remains to be done.

To: The Chairperson, Crowtree Care Group
 From: Charlotte Morris, Events Organiser
 Subject: Summer Concert
 Date: July 29th 1997

1. Purpose

The purpose of this report is to outline the progress of arrangements for the concert to be held on Sunday 17th August to raise funds for the Terminal Illness Research Fund.

2. Performing Artists / Groups

Auditions were held on 15th July to select local performers. In addition, two professional groups have agreed to appear in the concert free of charge. Unfortunately, another band we had hoped would appear is unavailable. However, our Director of Music, Ms Foxe, is confident that the standard will be more than satisfactory, and states that rehearsals are progressing smoothly.

3. Venue, facilities and equipment

The concert will be held in the main area of Crowtree Park, which is easily accessible both by private and public transport and has good public toilet facilities. Seating will be hired from a local company, and a covered stage, to be erected in the centre of the park, has already been constructed by volunteers under the supervision of Mr Wilson.

4. Catering and ticket sales

Refreshments will be provided by local restaurants, who will make their own arrangements regarding stalls and vendors. Mr Wilson's group of volunteers have agreed to sell tickets at the Town Hall, as well as undertaking crowd control and ticket inspection during the concert itself.

5. Projected costs

Permission has been granted by the council authorities for us to use the park free of charge, and Harrison Rentals have agreed to a reduced price of £100 for the hire of chairs. Excluding the cost of printing tickets and posters, the cost of the concert will be approximately £550.

6. Conclusion

I am delighted to inform the committee that arrangements have proceeded faster than anticipated, and the concert promises to be of a higher standard than last year's. However, it must be pointed out that no arrangements have yet been made concerning publicity and printing, which is now a matter of some urgency.

TASK: REPORTING EXPERIENCES

You went to England during the summer for a short language course. When you returned to your local language school, you were asked to write a report on your experiences for the school newsletter. Write the report.

In July, I went to England for a three-week language course at Wellington College, Crowthorne. There were fifty students on the course, from more than a dozen different countries.

Arrival

Two teachers met me when I arrived at Heathrow, and they introduced me to some of the other students. Then we went to the school by coach, and unpacked in our dormitories — big rooms with beds for six students. After that we went to the dining hall for our first English meal, which was fish and chips.

The School Days

The next day we had three hours of English lessons, and after lunch we went riding. I had never been on a horse before, but it was great! That evening I watched TV while some of the other students played table tennis or listened to music. Most days followed this pattern, although I also tried canoeing as well as playing tennis and football.

Excursions

At the end of the first week, we went to Howlett's Zoo. The zoo-keeper let us feed the gorillas, but some of the students were too scared to go near them! We went on excursions to Dover and Margate, too, and on the last weekend we went up to London where we went sightseeing and bought presents for our friends and family.

Farewell

On the last evening of the course, we had a disco. One of the teachers was the DJ, so he played all the songs we liked. The next morning I said goodbye to all my new friends, and went home. I had a wonderful time, and I want to go back next year. I think my English has improved, too!

SOURCE: Successful Writing upper-intermediate, page 96.