

B2 Report

Put these useful expressions under the correct heading

Introduction	Description & findings	Suggestions	Conclusion
<p><i>a. I strongly recommend b. The best solution / ideas would seem to be c. According to</i> <i>d. Another option would be to e. In conclusion, I would (strongly) recommend</i> <i>f. This report is intended to g. There would seem to be h. I would (therefore) suggest that</i> <i>i. It is felt that j. Students/people have expressed that k. My first recommendation would be to</i> <i>l. The purpose of this report is to m. (Unfortunately,) many students/people complain about</i> <i>n. I suggest that o. The aim of this report is to p. The only problem is that</i> <i>q. The majority of students/people said that r. I would recommend that</i> <i>s. It would appear that t. To sum up, it would be (highly) advisable to</i></p>			

Complete this report with the useful expressions below

Public Transport in Vitoria

Introduction

1. ___ the means of transport in Vitoria and 2. ___

Bus and Tram Service

Travelling around Vitoria is relatively easy as there are many, well-connected bus routes. However, 3. ___ the buses are never on time and they are always overcrowded. The tram, on the other hand, is a fast and reliable way to travel, and it is usually punctual. 4. ___ the price of the tickets saying that they are too expensive.

Suggested Improvements

5. ___ bus lanes be introduced, allowing buses to circulate without any problems and reducing delays. 6. ___ to buy new buses, so that more buses and therefore, seats are available. Regarding the trams, 7. ___ reducing the fares and offering discounts to students, the unemployed and OAPS.

Conclusion

8. ___ is to invest more money in the bus service to make it more efficient and comfortable and 9. ___ lower the price of the tram tickets so that using it would be cheaper.

a. I would also b. another option would be c. to sum up, my recommendation
d. to put forward suggestions on how to improve it e. I would recommend that
f. unfortunately, many passengers have protested about g. I suggest
h. the majority of people complain that i. the aim of this report is to look at

Task

You have had a class discussion about traffic problems in your country, and your teacher has asked you to write a report on transport where you live.

Describe the forms of public transport available in your area, and suggest how they could be improved.

Write a report, using 140-190 words

Remember

Plan	Write	Review
Underline the key words. Brainstorm & select ideas. Think of headings & useful expressions.	Pay close attention to your plan. Calculate how many words you have roughly written.	Check your writing for any grammar, spelling or punctuation mistakes. Make sure you haven't repeated the same words or phrases several times in your answer.

Sample Report

Public Transport in Vitoria

Introduction

The aim of this report is to look at the means of transport in Vitoria and to put forward suggestions on how to improve it.

Bus and Tram Service

Travelling around Vitoria is relatively easy as there are many, well-connected bus routes. However, the majority of people complain that the buses are never on time and they are always overcrowded. The tram, on the other hand, is a fast and reliable way to travel, and it is usually punctual. Unfortunately, many passengers have protested about the price of the tickets saying that they are too expensive.

Suggested Improvements

I would recommend that bus lanes be introduced, allowing buses to circulate without any problems and reducing delays. Another option would be to buy new buses, so that more buses and therefore, seats are available. Regarding the trams, I suggest reducing the fares and offering discounts to students, the unemployed and OAPS.

Conclusion

To sum up, my recommendation is to invest more money in the bus service to make it more efficient and comfortable and I would also lower the price of the tram tickets so that using it would be cheaper.

196 words