



# Writing a Report

## Exercise 15

В упражнении использовано задание финала олимпиады «Учитель школы будущего» 2015/16, 10–11 классы.

You have **45 minutes** to complete the task.

You recently attended an English language course. At the end of the course you were given the following letter:

*We hope you have enjoyed studying with us. In order to plan future courses we would be grateful if you could write a short report giving us your views of the course covering:*

- *the quality of teaching;*
- *the use of modern technological equipment;*
- *the variability of textbooks;*
- *dining facilities;*
- *the convenience of the timetable.*

*We would also like to hear your suggestions on the possible changes and improvements to be made.*

*Thank you in advance.*

*Mrs Galway  
The Principal*

Write your **report** for the Principal (around **200–250 words**).

Remember to:

- include a title and subtitles;
- use appropriate style;
- organize the information logically.