To: Michael Murray  
From: Roger Andrews  
Subject: Coastal Development Project  
The aim of this report is to analyse the progress of the coastal redevelopment project and whether it has managed to achieve its goals.  
The project involved redeveloping a run-down fishing village in order to promote tourism in the area and bring economic benefits to local people. The project included building a large hotel and a marina for boats, as well as restoring run-down buildings.  
During building work the villagers had to face a lot of inconvenience, and many were unhappy that their livelihoods were affected. But once building work was finished most locals were optimistic about the future.  
There are not expected to be any long-term negative effects on the environment due to the project. The main problem was ensuring that the sea does not become polluted. Since strict environmental guidelines have been followed this seems unlikely.  
To sum up, although it may take some years before local people gain real economic benefits, the future looks very promising. Some local people will need to retrain to work in the tourist industry. Also, improvements to roads in the area will be needed in the future for the project to have long-term success.

2 Read the report again. Match the paragraphs (1–5) with the main points (a–e).

Paragraph 1 (Introduction) _____
Paragraph 2 _____
Paragraph 3 _____
Paragraph 4 _____
Paragraph 5 (Conclusion) _____

a environmental effects of the project
b further needs to ensure economic success
c purpose of the report
d description of the project and its aims
e effects on local people during the project
Write a report for Thomas Evans, the head of development, analysing the progress of an urban redevelopment project. Use these notes you have made on points to be included in the report.

**Project description:** redevelopment of run-down housing – new apartment blocks

**Aims of project:** a) regeneration of area; b) reduce crime

**Effects on locals:** rehoused during project – great inconvenience; problems adjusting after moving back

**Effects on environment:** improvement – trees planted, play area for children

**Long-term effects:** promising, but unemployment a problem

1. Who is the report to?

2. What should the register of the report be?
   - a) formal
   - b) informal

3. What is the purpose of the report?

4. Which of the following are true about the project? Tick the boxes.
   - The project is meant to help reduce crime.
   - During building work locals were allowed to stay in their homes.
   - The project had a good effect on the local environment.
   - The area needs help to reduce unemployment.

4. Write the task presented in Exercise 3.