

Unit 12

Unit 12 Extension

1 Read the report. Decide if the sentences are true (T) or false (F).

- 1 In the meeting, the managers decided what to do with the money.
- 2 The first idea was rejected by everyone.
- 3 A lawn would improve the impression the company makes on customers.
- 4 The second idea requires a part-time worker.
- 5 Margaret's idea was influenced by her own life.
- 6 The writer of the report wants to hire a nanny.

The managers met on 6th June to discuss what should be done with the money made from selling the property on Hawthorn Avenue. The purpose of this report is to summarise the suggestions and make a recommendation.

The simplest idea was to divide the amount between the partners. However, it was agreed that the year had already been profitable and that the company should benefit.

Another suggestion was to have the area in front of the main building improved. It is the first thing customers see and it does not give a good impression. A company could be hired to plant trees, put up a fence and even create a lawn. Also, we will have to hire a gardener for a few hours a week to take care of the new lawn and so on.

Margaret Walker, who is going to have a baby in June, suggested that the company hire a nanny so that new mothers would be able to return to work quickly in the knowledge there was childcare available.

I propose we take the second suggestion. The company would definitely benefit from an attractive entrance. Having someone to look after children is not a priority, as Margaret is the only pregnant employee.

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

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|-------------------|--|
| Paragraph 1 | a giving money to partners |
| Paragraph 2 | b recommendation |
| Paragraph 3 | c purpose of the report |
| Paragraph 4 | d improving the look of the company premises |
| Paragraph 5 | e hiring someone to look after children |

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3 Read the writing task and answer these questions.

You work for a charity for the homeless that was given £50,000. Below are the notes of the meeting to discuss what to do with it. Write a report about the ideas discussed and make your own recommendation.

16th June – meeting: how to spend £50,000

Give it straight to homeless?

Rent property to use as hostel?

Modernise computer equipment?

- 1 Where did the £50,000 come from?
a a donation b a collection
- 2 What was the reason for the meeting?
a to share ideas b to make a decision
- 3 Which of these would be an appropriate way to start your report? Tick one box.
 The first idea was to simply share the money among the homeless.
 The committee met on June 16th to discuss the £50,000 donation.
 Our computers are all quite old, and our system crashes often.
- 4 Which of these could be in the concluding paragraph? Tick one box.
 The purpose of this report is to give a recommendation for how to spend the money.
 I would definitely advise that we use the money to open a hostel.

4 Write the writing task presented in Exercise 3.
