

An abstract graphic design featuring a large, central orange circle. The word "Hello" is written in white, sans-serif font across the center of this circle. Surrounding the central circle are various other shapes: a large yellow circle in the top left, a dark red circle in the bottom left, a light blue circle in the bottom right, and a yellow circle in the middle right. There are also several smaller circles in teal, light blue, and dark red scattered throughout the composition. The background is white.

Hello

- 1 SPEAKING** Work in pairs. Think of two advantages and two disadvantages of banning traffic from town centres.

Your town council is proposing to create a traffic-free zone in the town centre. The local newspaper wants to hear the views of local people. Write a report for the paper outlining the advantages and disadvantages of the scheme, taking into account the views of local people and visitors. Make a recommendation.


2 Read the task above and the report. Answer the questions.

- 1 Which points in the report did you also mention in exercise 1?
- 2 Are there any other points in the report that you think are good?

Writing Strategy

When writing a report:

- think carefully about the target reader and write in an appropriate style and tone.
- state the purpose of the report in the first paragraph and any recommendations and suggestions in the final paragraph.
- consider using headings to give the report a clear structure.

- 
- 3 Read the **Writing Strategy**. Did the writer follow all of the advice? Find and underline evidence for your opinions.
- 4 **KEY PHRASES** Look at the phrases below. Which are in the report?

Introducing the subject

The aim of this report is to ...

This report is intended to ...

The report is based on / draws on ...

Reporting views

It would seem that ...

It was thought that ...

According to ...

It was reported that ...

(People) were of the opinion that ...

Summing up

To conclude, ...

To sum up, ...

On balance ...

In conclusion ...

Taking all the points into consideration, ...

Recommending / Suggesting

It is recommended that ...

I would suggest ...

In my opinion, it would be worth ...

Introduction

The aim of this report is to assess the plan to ban traffic from the town centre. I have interviewed a number of local people and visitors, and my conclusion and recommendation take their views into account.

Advantages

Most visitors were of the opinion that the town centre would be a quieter and more pleasant place to spend time if there were no traffic. An added benefit mentioned was a reduction in air pollution. Finally, it was thought that the roads would be safer for cyclists.

Disadvantages

According to some local shopkeepers, banning cars from the centre would damage trade as shoppers would have to park some distance away and carry heavy shopping to their cars. What is more, visitors would also have to park outside the town and this might discourage them from paying a visit.

Conclusion

Although opinion seems to be divided on the desirability of the scheme, people expressing opposition to the proposal were in a minority. I would suggest that the council press ahead with its plan as it will improve the quality of life of both residents and visitors.



5 Rewrite the sentences with the correct word to link them.

- 1 Few people use buses nowadays. That doesn't mean that services should be discontinued. (**Therefore / Nevertheless**)
- 2 The roads around the school are quite dangerous. Students probably wouldn't cycle to school. (**However / Therefore**)
- 3 Bus tickets are not very expensive. Buying a season ticket is even more economical. (**Although / Moreover**)
- 4 It's difficult to cross the road by the school. There's a plan to put in a pedestrian crossing. (**However / What's more**)
- 5 Too many parents drive their children to school. They all arrive at about the same time. (**Although / What's more**)

Write about the same thing, but here,

6 Read the task below. Write your report.

Your school has asked you for a report on transport to and from the school. Give an outline of the ways in which students get to and from school, and make recommendations for how things could be improved.

CHECK YOUR WORK



Have you ...

- divided the report into paragraphs?
- used headings to make the report clearer?
- used appropriate linking words?
- checked the spelling and grammar?