

A PROPOSAL

Exercise 1

- 1 T
- 2 F (sometimes both are for people in your peer group, such as other students or co-workers)
- 3 T
- 4 F (a report focuses on a past or existing situation whereas a proposal focuses on a future outcome)

Exercise 2

Why the pool should be re-opened, how it would benefit the town and how costs could be met.

Exercise 3

Four: swimming is healthy, it is a vital life skill, spending time with family/friends in the fresh air, people won't have to use public transport to get to a pool.

Exercise 4

I suggest that half the cost of the redevelopment of the pool is met by the Town Council ...

A committee should be appointed ...

The costs of the redevelopment will be recuperated ...

Exercise 5

Suggested answers

- 3 Getting to other pools in the area is made difficult for people on low incomes by public transport issues.
- 4 The re-opening of the pool has been requested by local people.
- 5 The profits from the pool will be shared by/with local businesses.
- 6 Free swimming lessons should be given to children under the age of ten / Children under the age of ten should be given free swimming lessons.
- 8 A charity event can be organised to raise money for the renovations / A charity event to raise money for the renovations can be organised.

Exercise 6

Sentences 2, 3, 6 and 7. Sentences 1, 4, 5 and 8 contain information which is not relevant to the exam task.

Exercise 7

- a 7
- b 6
- c 3
- d 2

Exercise 9

Suggested answers

- 1 propose/suggest/recommend
- 2 grounds/condition
- 3 One/Another
- 4 could
- 5 more
- 6 result
- 7 could/should/can/might/may/will

Exercise 11

Model answer

Introduction

The last upgrade to club facilities was the addition of a squash court in 2013. Apart from the weekly pilates class, no new activities have been introduced. As a result, it is felt that changes need to be made to ensure the survival of the club.

The need for change

The number of new members has been declining for the last ten years, and a significant number have decided not to renew their membership due to the lack of recent improvements. This has led to a decrease in funds. Nevertheless, remaining members feel that it is only investment in new facilities that will return the club to its former position as the leading club in the area.

Proposed sports and activities

I suggest the introduction of sports which do not require large sums of money, such as karate and yoga, both low cost activities. It is also proposed that we look for volunteers within the members to organise football and squash teams for children. There will be some expenses involved in buying new equipment, but these will be low compared to other sports.

Benefits of the changes

All the sports proposed are popular with people in the community, and will result in increased income from membership fees, which can be spent on improving the facilities later. Setting up children's teams will also promote a sense of local community pride.

Summary

The introduction of some new low-cost activities and organised children's team sports is recommended, in order to increase the club's income and membership.