

The school bike racks

This task is about writing a report on a problem.

Background

The school's bike racks are not working as intended for students who cycle to school. Your class came up with these ideas about what is wrong.



Your task is to write a report for your principal. The report will need to tell the principal what is wrong with the bike racks. It will also give reasons for the problems, and suggest ways of fixing them. Write your report in full sentences. You may use some or all of the ideas in the brainstorm above or make up your own ideas.

To The Principal

From Room 3

Date

Subject/Title Improving the school's bike racks

Process Our class met last Thursday to talk about the bike racks. We made notes on the whiteboard and I was given the job of completing the report.

The problems

Reason for the problems

Suggestions for fixing the problems

From: