

Solutions

Each answer shows the steps, then the **result**.

2.1

(a)

- a heading naming the topic, e.g. **“Findings: queuing and choice”**

(b)

- **“Recommendations”**

2.2

(a)

- e.g. “The 7.40 bus arrived after 8.00 on eleven of the twenty mornings recorded.”

(b)

- e.g. “Forty-two of the sixty students surveyed said they would join a club if one were available after school.”

2.3

- a **specific action**; a **reason linked to a problem**; an honest note on **cost**
- e.g. “I recommend that four additional lights are installed along the eastern path. Students leaving evening rehearsals currently cross an unlit area, and two falls were reported last term. The main cost would be the initial installation.”

3.1

- it is not specific — “should be better” does not tell the reader **what to do**
- it is not justified or costed — “would not cost very much” has **no evidence**

3.2

- **content (4)**: what the visit involved, at least one thing that worked and one that did not, each with detail, and a clear justified recommendation
- **language (4)**: formal impersonal register, correct headings, accurate sentences