

5.2 Headings, facts and recommendations

Name: _____ Class: _____ Date: _____

Total: 17 marks

KEY WORDS headings 小标题 • recommendations 建议 • solution 解决办法 • report 报告
• opinion 观点

Objective

Build the skills to answer exam questions on **headings, facts and recommendations**
小标题、事实与建议 — supporting a recommendation with evidence the reader can check.

You must be able to:

- write a heading that tells the reader what is in the section
- support each finding with a specific fact or figure
- write a recommendation that is specific, justified and possible

1 Worked examples

■ Headings that do a job

- **Weak:** *Point one, More information, My ideas*
- **Strong:** *Queuing times, Vegetarian options, Recommendations*

A strong heading names the topic of its section, so a reader looking for one thing can find it without reading the rest.

■ A finding needs evidence

- **Assertion:** *The queues are too long.*
- **Finding:** *Sixty-one of the ninety students surveyed said the queue leaves them fewer than ten minutes to eat.*

The second is checkable. Numbers, dates, counts and direct observations turn an opinion into a finding.

■ A recommendation has three parts

1. **What** should be done — precisely.
2. **Why** it would work — linked to a finding.
3. **What it would cost or require** — honestly.

I recommend that a second serving point is opened at lunchtime. This would address the queuing problem identified above, and because it need offer only cold food, it would require no new kitchen equipment.

■ **Rank them**

If you make three recommendations, say which should be done first. A reader deciding how to spend money needs that, and it shows judgement.

2 Practice

2.1 Improve each heading. [2]

(a) “Some things I found out”

(b) “Ideas”

2.2 Turn each assertion into a finding by adding evidence. [2]

(a) “The bus is often late.”

(b) “Students want more clubs.”

2.3 Write a full recommendation, with all three parts, about improving lighting in the school car park. [3]

3 Exam-style questions

3.1 Read this recommendation and explain **two** weaknesses.

[2]

I recommend that the school should be better. It would be good for everyone and would not cost very much.

3.2 Your class visited a science museum. Write a report for your teacher on whether next year's class should go too. Include what the visit involved, what worked well, what did not, and a recommendation. Use headings. Write about 180 words. [8]

[8]