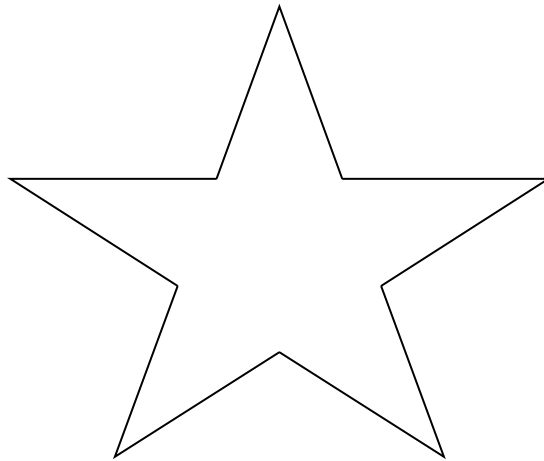


Write a report to retired people about local facilities for the over 60s

- Highlight / underline the task, purpose and audience
- Create a plan for your points (3-4)
- Number your points in order that they will be sequenced
- Make a note of which techniques you will use in each paragraph



Opening (After addresses and date)

Closing paragraph