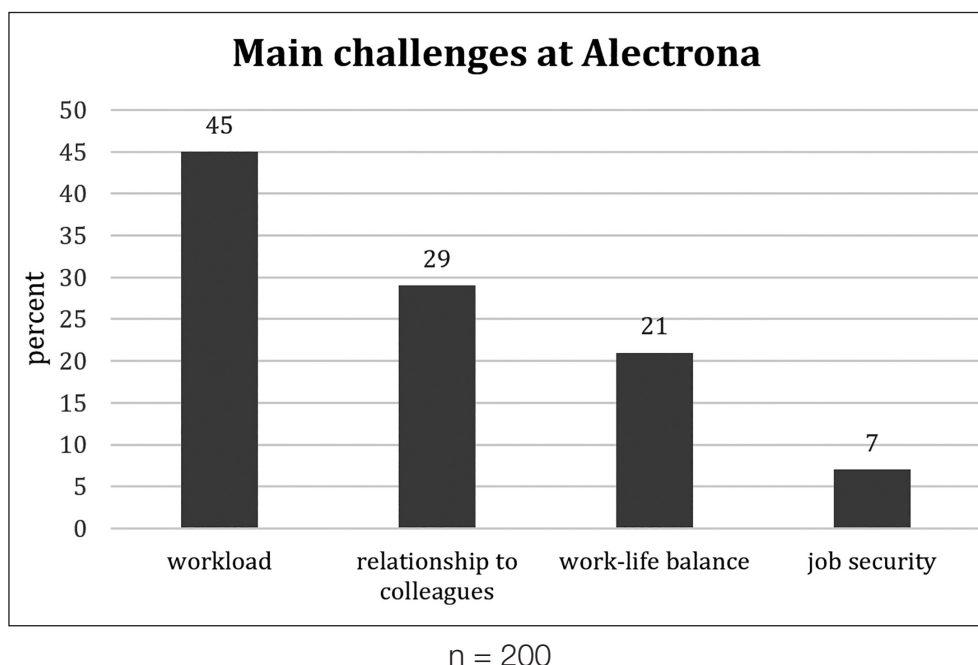


You work for the international company Alectrona. The Human Resource Manager, Ms Hughes, wants to improve employee satisfaction at work. She has asked you to carry out a survey on challenges at the workplace and write a report. Here is the data you have collected from Alectrona's employees:



In your **report** you should:

- describe challenges within the company
- outline negative effects on the staff's well-being
- suggest what Alectrona can do to improve the situation

Divide your report into **sections** and give them **headings**. Write around **250 words**.

**Notes (these will not be marked)**

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Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen.

## Report

Date:

From:

Subject:

Starting time:

Finishing time:

Number of words: