

Part 2

Write an answer to **one** of the questions **2-4** in this part. Write your answer in **220-260** words in an appropriate style.

- 2** You have recently attended a seminar about how to reduce stress in the workplace. Your manager has asked you to write a report in which you evaluate the current situation regarding stress in your workplace and recommend what you think the company should do to improve employee well-being.

Write your **report**.

- 3** A website has asked for reviews of new television series that have been released in the last few years. Write a review of a television series you have seen.

Your review should include information about the target audience of the television series and your own reasons for choosing to watch it. You should also explain whether you think the television series will release future episodes and whether you will continue to watch it.

Write your **review**.

- 4** Your local city council is planning a rejuvenation project in the centre of the city. You have decided to write a proposal to the council suggesting ways to modernise the area. In your proposal, you should suggest changes that can be made to the area and briefly describe how these changes will be a long-term improvement. You should also explain how your proposed changes will benefit the local population.

Write your **proposal**.