I wrote a report on the …………………………….(1) this morning. When I finished, I …………….. (2) out two copies – one for me and one for my boss. Then, without any warning, the computer went………………..(3), and I’m afraid I lost the whole document. This is very unusual because normally I ……………..(4) the data when I’m writing and then I make a ……………………….(5) copy when I have finished; this morning I forgot.

Anyway, I gave the report to my boss, hoping she would not ask me to change it in any way. She did. She thought it was a bit long and said it would be better if I used more …………………….(6) to illustrate some of the written information. She also thought it would make the report look more attractive.

I went back and rewrote most of the report when the computer was OK, only I …………….(7)part of the middle section which was rather repetitive , and added extra …………………. (8) as my boss advised. It did look better by the time I’d finished, and this time I remembered to …………………(9) it and make a ……………………(10) copy.

I wrote a report on the laptop this morning. When I finished, I got out two copies – one for me and one for my boss. Then, without any warning, the computer went shutdown and I’m afraid I lost the whole document. This is very unusual because normally I backup the data while I’m writing and then make a final copy when I have finished; this morning I forgot. Anyway I gave the report to my boss, hoping that she would not ask me to change it in any way.

She did. She thought it was a bit long and said it would be better if I used more media like pictures or videos to illustrate some of the written information.

She also thought it would make the report look more attractive. I went back and rewrote most of the report when the computer was OK, only I finished part of the middle section which was rather repetitive, and I added extra media as my boss advised. It did look better by the time I’d finished, and this time I remembered to lost when done it and make a file copy.