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# Feasibility & Recommendation Report

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## Logical Order of Headings

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1. *Executive Summary* – A brief overview of the entire report, including key points and recommendations.
2. *Introduction* – Provides background information, the purpose of the report, and the scope.
3. *Findings* – Presents the data, analysis, and evidence supporting the report's purpose.
4. *Conclusion* – Summarizes key findings and their implications.
5. *Recommendations* – Suggests actions or solutions based on the findings.

## Other Sections That Might Be Included

- *Methodology* – Describes how data was collected and analyzed.
  - *Scope and Limitations* – Defines what the report covers and any restrictions.
  - *Cost-Benefit Analysis* – Evaluates financial feasibility (if applicable).
  - *Appendices* – Contains supplementary data, charts, or references.
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## Key Definitions

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English Term	Definition	Arabic Translation
<i>Privatisation</i>	The process of transferring ownership of a business, service, or industry from the public sector to the private sector.	<i>الخصخصة</i> – عملية نقل ملكية الأعمال أو الخدمات أو الصناعات من القطاع العام إلى القطاع الخاص.
<i>Competition</i>	The activity or condition of competing against others.	<i>المنافسة</i> – نشاط أو حالة التنافس مع الآخرين.
<i>Tendering</i>	The process of making a formal offer, especially as part of a competition for a contract.	<i>المناقصات</i> – عملية تقديم عرض رسمي، خاصة كجزء من منافسة للحصول على عقد.
<i>Running</i>	The act of managing or operating something.	<i>الإدارة</i> – فعل إدارة أو تشغيل شيء ما.
<i>Maintenance</i>	The process of keeping something in good condition.	<i>الصيانة</i> – عملية الحفاظ على شيء في حالة جيدة.
<i>Outsourced</i>	The practice of obtaining goods or services from an external provider.	<i>الاستعانة بمصادر خارجية</i> – ممارسة الحصول على السلع أو الخدمات من مزود خارجي.
<i>Spending</i>	The act of using money to buy goods and services.	<i>الإنفاق</i> – فعل استخدام المال لشراء السلع والخدمات.
<i>Privatised</i>	The past tense of "privatise," meaning to transfer a business or service from public to private ownership.	<i>تمت خصخصته</i> – الفعل الماضي لـ "خصخصة"، ويعني نقل ملكية الأعمال أو الخدمات من القطاع العام إلى الخاص.
<i>Ownership</i>	The state of having legal control over something.	<i>الملكية</i> – حالة السيطرة القانونية على شيء ما.

## Matching Sentence Summaries

1. Governments in developing countries have failed to → (a) provide more costly services rather than no services at all.

2. *Private companies are now more wary of investing in → (b) infrastructure projects in Latin America than in the 1990s.*
  3. *Michael Klein would disagree that → (c) charging higher prices for essential services is politically unacceptable.*
  4. *Developing countries tend not to → (d) use the same currencies for financing projects and generating revenue.*
  5. *The International Finance Corporation is trying to → (e) increase the participation of institutions and attract investors.*
  6. *Michael Klein suggests local entrepreneurs → (f) provide basic services such as water, power, and sanitation.*
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## **Choosing the Meaning of Words in Italics**

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1. *Back a project → (b) provide finance for*
  2. *Got badly burned → (a) lost a lot of money*
  3. *Get projects' sponsors interested → (a) encourage sponsors*
  4. *Recoup the investment → (a) get returns on money invested*
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## **Passive Voice Sentence Completion**

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1. *Despite improving the image of the public sector, a major change still → needs to be made from the top down.*
  2. *A think tank → will be set up in the coming year in order to advise the government on how to spend public money more wisely.*
  3. *More companies → have to be persuaded to invest in our educational project for African countries.*
  4. *The relationship between public and private sectors → should not be built on only mutual benefits. Any resulting projects must be to the public good.*
  5. *The water company → was forbidden to continue with the project after it was revealed that a number of directors had exchanged money under the table.*
  6. *As soon as the contract → was signed, several scandals erupted. A politician had financial links with the project and was forced to resign.*
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# Report Writing Tips

1. Read a similar report first; write a *plan* (خطة) or outline and then write your first *draft* (مسودة).
2. Edit for style and *register* (السجل اللغوي), e.g., formal language, passive or active forms.
3. Proofread for typical *errors* (أخطاء), e.g., subject-verb agreement, prepositions, and punctuation.
4. Organize *layout* (التخطيط) and structure with appropriate title and *headings* (العناوين).
5. *Re-edit* (إعادة التحرير) and rewrite if necessary.
6. Take a break or ask someone to read it before you rewrite your final *draft* (مسودة).

## Matching Expressions for Problem-Solving

English Sentence	Matched Part
If we were	to place an early order, we could sell more.
I suggest we	brainstorm some ideas.
There is potential	for increasing sales in our overseas markets.
We might as	well think about a new heating system.
I'd say it all	comes down to local conditions.
They could consider	reducing the electricity bill.
A more in-depth study would come	up with some solutions.
It could work, provided	we invest in R&D.

## Arabic Translation of Key Expressions

1. إذا قمنا → (بإجراء طلب مبكر، يمكننا بيع المزيد).
2. أقترح أن نقوم بـ → (عصف ذهني لبعض الأفكار).
3. هناك إمكانيات → (لزيادة المبيعات في أسواقنا الخارجية).

4. قد نفكر أيضًا في → (نظام تدفئة جديد).
  5. أود أن أقول إن الأمر كله → (يتعلق بالظروف المحلية).
  6. يمكنهم التفكير في → (تقليل فاتورة الكهرباء).
  7. دراسة أكثر تعمقًا يمكن أن → (تساعد في إيجاد بعض الحلول).
  8. قد ينجح الأمر بشرط → (أن نستثمر في البحث والتطوير).
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