**Worksheet 4a – Writing Practice**

*Task 1 - Fill in the gaps below with a suitable word or words listed below.*

This report 1) **present** the findings of an investigation conducted on the financial performance of Books UK Ltd. It 2) **examines** the key factors that analyse the performance of the company and 3) **assess** the impact of the recent credit crunch and recession on the company. The report also includes a  
4) **comparison** of the strengths, weaknesses, opportunities and threats faced by Boots UK Ltd. The final part of the report will make 5) **recommendations** on how the competitive position of the company may be sustained or improved in the future.

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| 1. **Assess** | 1. **Comparison** | 1. **Examines** | 1. **Recommendations** | 1. **Presents** |

*Task 2 - In Worksheet 3 you were asked to make notes on sections of your report. Based on the notes you compiled, draft an introduction for your report.*

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| *An example of an Introductory paragraph taken from a student in the Business School.* |