Shorter Writing Task

Your school has decided to build a library to make it more convenient for teachers and students. The Head Teacher wants to know your opinions, and ideas for the layout of the library. E.g. what kind of facilities should be included in the library, computers, quiet reading areas, study areas, a section to buy stationary etc.

Q. Write a letter to your Head Teacher informing him about your ideas and opinions, and what you think should be included.