

### Shorter Writing Task

Explain the different facilities which have been provided how they will prove useful and the style or outlook of the whole building. Explain all the procedures that had to be followed and any work that is left, or needs completion.

**Write a report for the company manager explaining the progress of the new school.**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

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