

# REPORT STRUCTURE

FORMAL  
TITLE

## Report on college improvements

FORMAL  
SUB-HEADING

### Introduction

As a student of the college, the principal has asked me to compile a report on how the college can be improved. I have completed research and asked students a number of questions. These results will be analysed in this document.

FOOD

### Problems

Firstly, one huge concern from the students was the catering services. 88% of students stated that the food was unsatisfactory. The results also showed there was limited vegetarian options while the food was sometimes served cold. Although, the majority of students were happy with the customer service from the staff, 28% believed they needed more people on the counter.

STUDENT  
UNION

Secondly, the students feel there isn't anywhere they can go with their friends. Let me get straight to the point: the student union needs major refurbishment. The students find it increasingly dull and in desperate need of modernisation. Unsurprisingly, the union is very quiet at peak times in the college day.

PARKING

Thirdly, parking is causing major dissatisfaction from the students. Four out of five students have to pay £6 to park in a near-by hotel. There are some free parking spaces but these are all taken up by staff. The major consensus from the students is that this is unfair, demotivating and expensive.

SOLUTIONS  
FOR ALL  
THREE  
PROBLEMS

### Solutions

- The problem with the catering could be solved by an extra employee being on the counter at all times. In addition, more vegetarian meals should be brought in, whilst the food must be served at a certain temperature.
- The student union needs to be decorated as soon as possible and needs more activities in place for the students. This will improve popularity with students quickly.
- Finally, there needs to be more car spaces available for students on the campus. If this is not possible, then the college should make contact with the local council to arrange cheaper parking around the site as soon as possible.

CONCLUSION

### Conclusion

In summary, I have given my recommendations on how to improve the college. If these findings are acted on, I believe the college will increase its overall performance.

# How To Write A Report Gcse

**CO Houle**



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