**Report writing**

You have been asked to write a report on whether or not people should give to charity. You need to think about the reasons for giving and the reasons against giving. Summarise your findings and make some recommendations.

A suggested structure is below:

* Introduction
* Reasons for giving to charity
* Reasons against giving to charity
* Summary and recommendations

Remember to give your report a title and use sub-headings within it. Keep your language formal and impersonal. Do not express any opinions until you reach the recommendations section.