**Report writing**

You are the principal of a local college. The college has been offered the opportunity to send a group of 12 students abroad to volunteer for 3 weeks. You have been given three options: teaching English in a primary school; helping to build a new school in a rural area; and helping out in an orphanage.

You need to write a report for the college governors to outline the potential opportunity, give reasons for and against the options, and make recommendations about what you think the college should do.

Use the websites below to do some research.

There are a number of ways you could structure your report:

* Introduction – the potential opportunity
* Reasons for volunteering abroad (discussing all three options)
* Reasons against volunteering abroad (discussing all three options)
* Summary and recommendations

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* Introduction – the potential opportunity
* Reasons for and against teaching English
* Reasons for and against building a school
* Reasons for and against helping in an orphanage
* 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.

[Volunteering and Voluntourism: The Good, The Bad, and The Questions You Should Ask – Uncornered Market](https://uncorneredmarket.com/volunteering-voluntourism-good-bad-and-questions-to-ask/)

[11 Benefits of Volunteering Abroad | Gapforce UK](https://gapforce.org/gb/benefits-of-volunteering-abroad)

[When Volunteering Abroad Does More Harm Than Good | HuffPost](https://www.huffpost.com/entry/opinion-sullivan-volunteering-abroad_n_5a7de894e4b044b3821d1627)