

Writing

ANSWER SHEET

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To: James Harris, Headmaster

From: Selen Kallword, Student

Subject: The school museum

Date: 13.06.2019

Introduction

Since the school museum was established in 2017, almost nobody has visited it. This fact has various reasons. The report contains them and also gives recommendations how to increase the museum's popularity.

Description

The museum consists of numerous rare objects, a large amount of information, etc. All that could be actually helpful for the students. However, there are limitations of attending the museum what makes the students avoid going there.

Reasons

Earlier, when there were no restrictions the number of students attending the museum was higher. Now all of them are to have a permission to have an opportunity to study there. That rapidly led to the inefficiency of the museum. Another reason lies in the absence of public access. It is obvious that people all around the city will be willing to visit the school museum at least once.

Recommendations

First and foremost, the museum should be renewed

in order to become more attractive. Secondly, every
should have access to the museum. Special requiremen
should be absent. Moreover, students should get
engagement for attending the school museum.

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Conclusion
On balance, if these measures were undertaken,
annual output of people going to the museum w
be increased. And it would be justified for the mus
content can actually be useful.