



Choosing text that suits the purpose - answers

1. Diana designed a **flow chart** so that staff knew what action(s) to take in case a problem arose with the new equipment.
2. The supervisor wrote a **memo** to all staff informing them of the date of the next sports and social meeting.
3. Karen made a **bulleted list** of all her New Year's resolutions.
4. If you have a computer, sending information by **email** is a good way of reaching a large number of people across the world at the same time.
5. Ben created a **numbered list** to help him plan the order of events at the presentation ceremony.
6. The essay had been written using a number of very descriptive **paragraphs**.
7. The newspaper article used **charts** to help explain the town's unemployment figures over the last five years.
8. The annual **report** from the swimming club contained lots of information about the excellent competition results.
9. The brochure contained a **table** showing the scale of charges for equipment hire.
10. Ahmed used **images** to help illustrate the different types of fire extinguishers stored in the building.