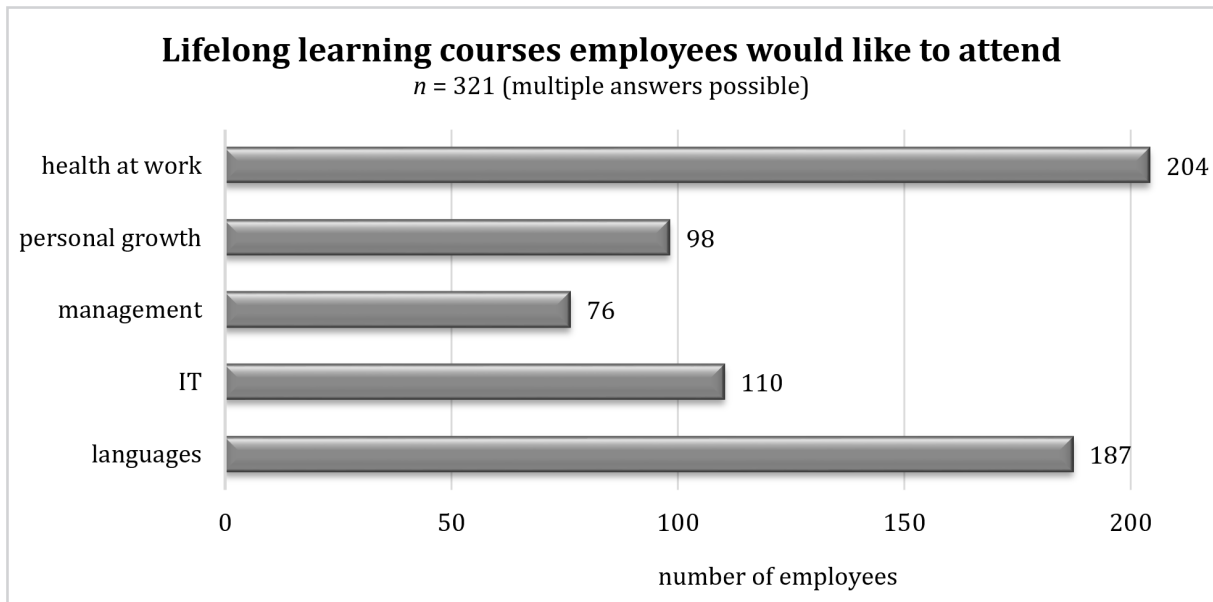


You work in the Human Resources department of an international company. The company wants to set up a lifelong learning programme. Your manager has asked you to write a report on the results of a survey among the company's employees.



In your **report** you should:

- outline the benefits of a lifelong learning programme
- summarise the findings shown in the graph
- recommend the steps the company could take to set up a lifelong learning programme

Divide your report into **sections** and give them **headings**. Write around **250 words**.

Notes (these will not be marked)

Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen.

Report

Date:

Number of words:

From:

Subject: