B2+ Business Partner

UNIT 7: LCCI English for Business

Name: _____

LCCI Writing

Situation
You work in a medium-sized furniture factory and you are in charge of health and safety procedures. One of the employees, Tim Higgins, had an accident yesterday and you need to write up the details in an accident report. Use the following statements to write the report. Include facts, injuries and treatments, analyses and recommendations.

Tim Higgins:
"I was working on the large machines and as I was moving from one machine to another I slipped and fell. I hit my head and also twisted my ankle. I'm not sure what I slipped on."

Alan Firth:
"I was working next to Tim when he slipped and fell. When I looked down I saw that there was a screw on the floor. I imagine this was dropped from one of the packets, because the big machines are right behind the workspace where other employees are filling packets with screws needed for the furniture."

Steve Beaumont:
"I was the nurse on duty when Tim fell and I came down to the area of the factory that he was working on. He had a large bump on his head but he wasn't concussed. He has twisted his ankle, however, and I sent him to a doctor to get it assessed. The doctor has informed me that he will need two days rest before coming back to work."

Charlotte Rich:
"I was putting the screws in the bags near Tim and I must have dropped one. It's easy to do as the bags are very small and we need to get everything in them within thirty seconds, so we work very quickly."

Task
Write the accident report. Write about 200–250 words.

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