

To: Pityasavasti Amranand, Minister of Energy
 From: Daniel Onderdonk
 Date: 13 October 2015
 Subject: Recommending **Changes** to Nuclear Power Plant **Plan**

keywords tell the recipient the type of report. This is obviously advantage/disadvantage

Introduction

With regards to your assignment, I have prepared a report about the nuclear power plant plan. The plant is expected to benefit Thailand by increasing power production capacity without contributing to global warming. However, the drawback is that it will produce **toxic waste that will be difficult to store and protect**. I received my information for this report from interviews with EGAT governor, Kraisiri Karnsutra, environmentalists, and the 2011 United Nations (UN) report on nuclear power.

Why, 2 key facts, and your sources.

Findings & Analysis

There are some significant **advantages of the nuclear power plant plan**. Firstly, the production cost of electricity from nuclear a nuclear power plant is cheaper than coal according to Kraisiri Karnsutra. Then, Mr. Karnsutra goes on to say that this will help reduce Thailand's reliance on imported energy sources like Myanmar or Australia. Additionally, 3,000 megawatts (MW) of the 39,000 MW will be from nuclear with the added benefit of not contributing to global warming.

Yet, there are some significant **disadvantages of the nuclear power plant plan**. Firstly, **nuclear waste is dangerous and must be stored and protected, which is expensive. Moreover, there is the threat of terrorists getting ahold of nuclear waste**. Also, in the event of an emergency, large cities nearby would only have 20 minutes warning to evacuate. Thailand does not yet have any plans of dealing with disasters resulting from emergencies such as radioactive leakages. And, investment costs are extremely high (\$6 billion US dollars) and nuclear power plants require up to 800-1,000 acres of land close to the sea, which is prime real estate in Thailand. Lastly, the increased energy consumption needed by Thailand is the result of citizen consumption but Kraisir's plan does not address changing their consumption behavior.

Recommendations

I propose the following actions :

Keep this sentence brief. The person you are writing to is probably a busy man or woman.

1. **You must urge the Prime Minister to cancel the plan immediately by meeting with him, and explain the types of serious problems like waste storage, security, and high cost, that he will face if the plan does not stop.**
2. The Ministry of Energy should invest in new coal, gas, and oil fired power plants that use modern technology which is clean and cheap, **by** diverting money from the \$6 dollar plant towards the research.
3. EGAT should attract alternative energy producers of solar and wind power **by** providing tax breaks to clean energy companies. The money can come from taxing polluting energy producers.
4. The Education Ministry should start an education campaign to encourage the public to reduce consumption of energy **by** using television ads, social media, newspapers, and radio.
5. The parliament should prohibit building power plants near Thailand's beautiful beaches **by** passing laws that safeguard Thailand's shores.

Conclusion

page 133: who, what how?

Notice the pattern above: **who, what + by + how**

I am confident that if my recommendations are followed, there will be a few benefits. Firstly, cancelling the power plant will eliminate the threat of **toxic waste** becoming a problem for Thailand. Secondly, Thailand's beaches and shores will remain in beautiful condition attracting more tourists. Thirdly, educated citizens who reduce consumption will benefit the country's affect on greenhouse emissions regardless of the methods of energy used.

Notice how each benefit is linked to a recommendation, and each recommendation is linked to a fact in the analysis.