



# Sadiq Public School

Do the right, fear no man

**Subject:** English

**Class:** C1

**Saturday, 16<sup>th</sup> Nov, 2024**

**Lesson:** Report Writing

## **A. Inquiry:**

- Do you know how to report an event or a situation?
- Are you aware of the pattern of the report writing?
- If something good or bad occurred in your class, and your teacher/principal asked you to write about it, how would you write? Certainly you will write a report.

## **B. Information:**

- **Planning:**
  - Determine the audience for whom you are writing eg readers of a local newspaper, the principal of your school. Adapt your writing style to your audience. The audience to be addressed will be clearly stated.
    - Evaluate the information given in the texts by selecting facts and opinions, reflecting on key facts and details to offer suggestions to the reader.
    - Reports can also be used to offer an objective view of a situation, proposing alternatives for the reader to consider.
    - An overview: briefly introduce the topic of the report and the key areas you will consider. Your reader should be able to understand what you will be writing about and why by just reading this section.
    - A middle: develop and support the relevant facts and opinions about the topic that you or others have noticed.
    - An end: offer a brief summary of your suggestions, recommendations or solutions. Here you might like to include any new point you think should be considered in the future.

Writing your report

Follow the given format:

To:

From:

Date:

Subject:

Present the information asked of you in the rubric in a logical sequence. Use chronological order for a report of an event. For a report on a situation, divide the subject matter into different sections.

## **C. Synthesising/absorbing the information:**

- Write the pattern of the report given in the practice section.

**D. Practising:**

- **Read texts 7.1 and 7.2 (Page 134,135 & 137) and write a report following the rubric at page 146 in your notebooks.**