

Ministry of Education
Secondary Engagement Programme
September 2020

WEEK TEN: Lesson One

Subject: English A

Grade: Eight

Topic: Composition

Sub-Topic: Report Writing

Objectives: After reading an example of a simple report, Grade 8 students will correctly:

- (1) Define the term simple report
- (2) Examine the structure of a simple report
- (3) Write a simple report to a given recipient

Content

WHAT IS A SIMPLE REPORT?

A report is a short or concise document which is written for a particular purpose and audience. It is a factual account of an encounter or incident, and needs to be clear and well-structured.

FORMAT OF A SIMPLE REPORT

The following information must be included in a simple report

- (1) Address of sender
- (2) Date
- (3) Name and address of recipient
- (4) Salutation
- (5) Subject of the report
- (6) Body of the report (this must include information such as name of persons involved, time of incident, date when incident occurred, what actions were taken and by whom, recommendations or suggestions)
- (7) Closure and signature of sender

EXAMPLE OF A SIMPLE REPORT

Lot 12 Bennay Street,
East Bank Essequibo.
14th September, 2020

The Headteacher
West Demerara Secondary School
21 Pike Street,
North Georgetown.

Dear Sir:

DICTIONARY THEFT IN GRADE 8B

I wish to report that Samantha Brown of Grade 8B has lost her Webster's Pocket Dictionary on September 15th 2020 during the luncheon interval. It was subsequently found in Delicia Holden's possession.

Samantha Brown reported that her dictionary was missing to me when she returned from lunch to find her schoolbag opened and her book gone. During the afternoon registration period each student's bag was searched in Grade 8B. Mrs. Janelle Evans and Ms. Evelyn Lozada conducted the search.

The dictionary was found in Delicia Holden's bag. The dictionary was returned immediately to Samantha Brown and Delicia Holden was issued with a letter to bring her parents to school on Monday 21st September, 2020.

I therefore suggest that the form teacher of each class be instructed to supervise his/her classroom during the lunch period.

Yours truly,
Reena Belle
Class Prefect

ACTIVITY

On your way to school you witnessed an accident involving a motor car and two students from your school. As class prefect, write a report to your headteacher informing him/ her about what happened.