

**Ministry of Education**  
**Secondary Engagement Programme**  
**September 2020**

**WEEK ELEVEN: Lesson Three**

**Subject:** English Language

**Grade:** Eleven

**Topic:** Report Writing

**Sub-topic:** The Simple Report

**Objectives:** After reviewing the guidelines of the Simple Report students will write an effective simple report within 35 minutes

**Concept:** The Simple Report is based on factual information. All opinionate statements, preferences and judgements should be excluded.

**Content:**

Criteria governing the simple report:

- ❖ Careful and logical arrangement of information
- ❖ Clarity in expressing information
- ❖ Conciseness which requires the exclusion of all unnecessary words, expressions and irrelevant details

Guidelines that will help you to organize your report:

- ❖ The subject of the report should be written after the salutation
- ❖ The introduction should contain the purpose, scope and terms of reference
- ❖ Recommendations are stated in the concluding paragraphs

Example of a simple report:

(The format for addressing the simple report is NOT bound to this format- I chose this one because it is my preferred style.)

Ben Collymore  
Head Prefect  
Brickfield High school  
Lot 12-14 Kimberly Drive  
Anna Regina  
19<sup>th</sup> September, 2020

Carl Thomas  
Head Teacher  
Brickfield High school  
Lot 12-14 Kimberly Drive  
Anna Regina  
Dear Mr. Thomas:

Ref: **Report on the incident on the Recreation ground on 19<sup>th</sup> September, 2020.**

The incident occurred on the school's recreation ground on the 19<sup>th</sup> September, 2020 at midday. The girls of Grade Seven (7) were engaged in a friendly cricket match with the girls of Grade eight (8). Shane Williams, a student of Grade Ten (10) and Gary Moore, a student of Grade Nine (9) entered the field and began heckling the girls. As Sasha, one of the players ran to take a catch; Shane ran towards her, tripped her and caused her to fall. Her mouth struck Shane's boots and began to bleed.

Gary tried to stop the bleeding with his handkerchief but failed. Mr. Rogers Paine, the sports master was called to assist. He took Sasha to the hospital where she was treated by a nurse in the Casualty Department. Mr. Paine; then, took her home for the rest of the day. An explanation was given to the parents of Sasha, as to the cause of the incident.

The sports master, Mr. Paine, is conducting an investigation of the incident.

All for your information and guidance.

Yours sincerely,  
Ben Collymore

Ben Collymore  
Head Prefect  
Brickfield High school  
Lot 12-14 Kimberly Drive  
Anna Regina  
Telephone number: 592-601-2345

\*\*\*modified from original text

**Activity:**

Scenario: you are a witness to a road accident in which a motorcyclist, a car and an animal are involved. Write a concise report, giving the location, the time, your involvement and the facts as you saw them. (Avoid any expression of opinion)

\*\*\*Credits: A Comprehensive English Course