📄 **Activity 1: Report Builder – Interactive Form**

🎯 **Activity Introduction (Voice-Over)**  
"Every project deserves a record. In this activity, you will create a professional report that captures all the details of your project. The clearer your report, the more powerful your story will be."

🛠️ **Developer Guide Instructions**  
• Provide a step-by-step digital form with the following fields:  
o Project Title  
o Date  
o Problem Addressed  
o Steps Taken  
o People Involved  
o Resources Used  
o Outcomes  
o Challenges Faced  
o Lessons Learned  
• Allow learners to fill in text boxes with detailed entries.  
• Provide specific feedback if fields are incomplete.

📱 **Learner Instructions (On Screen)**  
Fill in every section of the project report form. Use clear and complete sentences.

💡 **Hints (On Screen)**  
• "What was the main goal of your project?"  
• "Who supported you — teachers, parents, or community leaders?"  
• "What results show your project made a difference?"

🧱 **Activity Content**

**Example entry:**

* Project Title: Solving Drought in Our Community
* Date: 12 July 2025
* Problem Addressed: Lack of trees and water scarcity
* Steps Taken: Collected seedlings, sensitised community, planted trees
* People Involved: Learners, teachers, parents, chief
* Resources Used: Water tanks, seedlings, spades
* Outcomes: 150 trees planted, 300 community members sensitised
* Challenges Faced: Shortage of water, late arrival of tools
* Lessons Learned: Teamwork makes work easier, improvisation is important

**feedback after completing all fields**

* ✅ "Excellent. You completed all sections thoroughly, creating a full and professional report of your project."
* ❌ "Some fields are empty. A complete report needs every section filled in to capture the whole story of your project."

🔚 **Activity Conclusion (Voice-Over)**  
"You have created a report that is a powerful record of change. It shows both the process and the results, making your project story clear for others to learn from."