

Report: It is a spoken or written account of something that one has observed, heard, done, or investigated.

Q. Write a report to the Editor on the poor drainage system. Your report should cover the following points:

1. State of the poor drainage system 2. Problems resulting from the flaw 3. Response of the concerned officials 4. Suggestions for improvement

Answer:

November 12, 2022

To: The Editor, The Informer, Islamabad.

From: X.Y.Z. Area Reporter

Subject: Poor Drainage System in Area ABC

The Report: I surveyed the area with my team and met many residents. After one week of research, the report is submitted. The drainage system consists of a sewerage system, a well-planned street system, and a proper pipe system through which the rainwater and sewage are drained. Unfortunately, all these systems are in a bad shape in this area. People are also careless in throwing almost everything in the gutters. Therefore, the system is almost choked and emits dirty water at various places. Too much digging for development works has turned the streets into pools of stagnant water.

People in the area are facing multiple problems because of this flaw. It is causing a health problem, particularly in children who play in dirty water. Various diseases have been on the rise. It is also an all-time bother for motorcyclists and pedestrians as the passing vehicles sprinkle dirty water on their clothes. Sometimes people slip and get injuries.

As for as local officials are concerned, they seem to be least bothered about the situation. The city development authority and the health department are shunning their responsibilities.

Suggestion: 1. The problem is of serious and urgent nature so an urgent response from the concerned departments is the need of the hour. 2. Streets and damaged pipes must be repaired immediately. 3. Dirty water must be drained and the area has to be cleaned.

Signed

X.Y.Z

Q. Write a report to Chairman Task Force on providing better health facilities to people in remote areas. Cover the following points: 1. Lack of access to facilities 2. Unavailability of clean water 3. Hygiene issues 4. Lack of concern from government departments

November 12, 2022

To: The Chairman Task Force

From: X.Y.Z.

Subject: Providing better health facilities to the people of rural areas

Report: I surveyed the different remote areas with my team and met many residents. After one month of thorough research, the report is being submitted. These remote areas have a lack of access to health care services because of low literacy rate. Ignorance and poor socioeconomic conditions create a significant effect on health needs between rural and urban populations. Poor sanitary conditions, unsafe water, and improper sewage system have a negative influence on the health conditions of rural areas. Most areas either lack clinics or medical staff. If luckily they are available there might be a shortage of medicines or necessary equipment.

Suggestions: 1. Comprehensive government policies are needed to improve citizens' health conditions in remote areas. 2. More health clinics with all the necessary facilities are needed. 3. Authorities must ensure that clean water and proper drainage/sewage system is provided in these areas. 4. People in these areas must be educated so they are to be well aware of a healthy lifestyle.

Signed

XYZ

Q. Write a report to SSP Police about growing incidents of street crimes. Your report should cover the following aspects: 1. Number of incidents in one month 2. Causes of rise in such incidents 3. Some measures to control such incidents

November 12, 2022

To; The Senior Superintendent of Police

From: X.Y.Z

Subject: Rise in street crimes

Report: This report is being submitted after research. It is a matter of great concern that in one month more than twenty incidents have occurred in the area where I live with my family. A few cases of robbery and armed fighting have also occurred. Three dacoits tried to loot a general store and on resistance, the owner was shot. The conditions have gone beyond the limit. People in the area are scared and can't leave their homes at night time. The sense of insecurity is prevailing everywhere. First, the bikes were stolen but now things are taken at gunpoint.

The main reasons behind this problem are that police are inactive here. In the past police patrol teams used to visit our area very often but now they hardly come here. There is a lack of unity among people they don't contribute on monthly bases to arrange a guard.

Suggestions: 1. It is the duty of the government to protect the lives of its citizens. Therefore, law enforcement agencies have to take strict measures to ensure peace. 2. Criminals must be arrested and punished publically. 3. Our area needs a permanent guard. 4. Security cameras must be installed to monitor the area. 5. Police patrol should visit the area on daily bases.

