

<b>SUBJECT &amp; GRADE</b>	<b>GR 10 ENGLISH HL</b>
<b>TERM</b>	<b>TERM 2, WEEK 6</b>
<b>TOPIC</b>	<b>TRANSACTIONAL WRITING: THE FORMAL REPORT</b>
<b>AIMS OF LESSON</b>	To familiarise learners with the format and register to be adhered to when writing a report.
<b>RESOURCES</b>	Worksheet; Checklist
<b>INTRODUCTION</b>	Establishing prior knowledge regarding report writing. Difference between formal & informal report.
<b>CONCEPTS &amp; SKILLS</b>	Formal report; format; register; procedure; findings; recommendations
<b>ACTIVITIES &amp; ASSESSMENT</b>	Interpreting the topics; brainstorming the topic; writing a rough draft; editing it and producing the final draft. Checking the quality of the attempt against the checklist.
	<p><b><u>WRITING A FORMAL REPORT</u></b></p> <p>A formal report is a written description of a situation or event after an investigation. Formal reports contain information and ideas/recommendations that can help to resolve difficult situations.</p> <div data-bbox="840 722 1556 1083"> <p><b>HINT!!</b></p> <ul style="list-style-type: none"> <li>• A formal report must be objective. It must state the facts about the situation which was investigated without giving personal opinions.</li> <li>• The report must explain the procedure and findings of the investigation. It must conclude with recommendations for future action.</li> <li>• The register must be formal. Use the past tense and the passive voice e.g. 'It was decided...'</li> </ul> </div> <div data-bbox="569 1162 917 1365"> <p>An <b>investigation</b> is a formal inquiry or a study of a situation or an event.</p> </div> <div data-bbox="1039 1162 1346 1365"> <p>A <b>procedure</b> is the official process of the investigation.</p> </div> <div data-bbox="1444 1062 1902 1425"> <p><b>Recommendations</b> are the best course of action to take, following the investigation.</p> </div>

### STEP 1. CHOOSE YOUR TOPIC:

You are the captain of a popular sporting code at your school. Your team participated in an interschool event during which one of your team members was seriously injured. Your school principal has requested a formal report from you on the incident and the action taken afterwards.

Write the report you will submit.

### STEP 2. PLAN THE TEXT

**Par 1:** The person addressed – the principal (Ms Adams)

**Par 2:** Terms of reference

**Par 5:** Conclusion.  
Recommendations  
– principal to meet with parents.  
Course of action.

**Topic:** An incident at an interschool soccer match.  
Text type: Formal report

**Par 3:** Procedure of report.  
Interviews.  
Written reports from team members.

**Par 4:** Findings of report –  
Knee injury; reckless tackle; allegations – true/false

### STEP 3: WRITE AND EDIT DRAFT TEXT

#### REPORT ON INCIDENT AT U.17 INTERSCHOOL SOCCER MATCH.

#### FOR ATTENTION: MS A ADAMS (PRINCIPAL)

**TERMS OF REFERENCE:** The principal requested that the team captain, Nigel Burns, investigate the incident of 20 June 2019 during the soccer match at Parkwood High in which Kevin Green suffered a serious injury.

#### PROCEDURE:

- The referee and assistant referees were interviewed.
- Members of the schools school's soccer team were asked to write up a description of the Incident.
- Kevin Green was asked to present his account of the insident incident
- The results were analysed by the captain and conclusions was were drawn.

#### FINDINGS:

- Kevin Green's knee was injured in a clash with John Williams of the opposing team.
- Kevin's family had to bear the medical costs as he had to be taken to a hospital.
- Allegations that the opposing player made a reckless tackle were supported by everyone's account.

#### CONCLUSION:

Action must be taken in order to adress address the situation.

#### RECOMMENDATIONS:

- The principal should call a meeting with all parties involved and a cause course of action should be agreed on.

.....  
SIGNED: Nigel Burns  
U.17 Soccer captain  
20 June 2019

Adds apostrophe to  
'school's'

Corrects spelling error

Fixes concord error

Corrects the spelling  
error.

Corrects spelling

	<p><b>STEP 4: WRITE THE FINAL TEXT</b></p> <p><b>Report on incident at U.17 Interschool soccer match.</b></p> <p><b>FOR ATTENTION: MS A ADAMS (PRINCIPAL)</b></p> <p><b>TERMS OF REFERENCE:</b> The principal requested that the team captain, Nigel Burns, investigate the incident of 20 June 2019 during the soccer match at Parkwood High in which Kevin Green suffered a serious injury.</p> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>• The referee and assistant referees were interviewed.</li> <li>• Members of the school soccer team were asked to write up a description of the incident.</li> <li>• Kevin Green was asked to present his account of the incident.</li> <li>• The results were analysed by the captain and conclusions were drawn.</li> </ul> <p><b>FINDINGS:</b></p> <ul style="list-style-type: none"> <li>• Kevin Green's knee was injured in a clash with John Williams of the opposing team.</li> <li>• Kevin's family had to bear the medical costs as he had to be taken to a hospital.</li> <li>• Allegations that the opposing player made a reckless tackle were supported by everyone's account.</li> </ul> <p><b>CONCLUSION:</b> Action must be taken in order to address the situation.</p> <p><b>RECOMMENDATIONS:</b></p> <ul style="list-style-type: none"> <li>• The principal should call a meeting with all parties involved and a course of action should be agreed on.</li> </ul> <p>.....</p> <p>SIGNED: Nigel Burns U.17 Soccer captain 20 June 2019</p>	<div>Heading</div> <div>Who the report is for</div> <div>Terms of reference</div> <div>Report procedure</div> <div>Report findings</div> <div>Report conclusion</div> <div>Report recommendations</div>
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<b>ACTIVITIES &amp; ASSESSMENT</b>	<p><b>WRITE A FORMAL REPORT ON ONE OF THE FOLLOWING TOPICS. The required length is 180 – 200 words.</b></p> <p>1. The club or organization that you belong to in the community has recently experienced a serious drop in attendance at events hosted by it. You have been asked by the chairperson of the club, Ms Turner, to investigate the reasons for this worrying state of affairs. Write the report that you will submit to her.</p> <p>2. As a member of your school's RCL you have been delegated to investigate the issue of littering and the general unhygienic state of the school environment. You need to present clear ideas as to how this situation could be remedied. Write the report that you will submit to the chairperson of the RCL, Kim Wilson.</p> <p><b>Use the checklist below to establish whether your report complies with all the requirements.</b></p>					
		<b>Features</b>	<b>Detailsofthefeature</b>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>
		Text type	I understand the features of a formal report.			
		Topic	I understand the topic I have chosen.			
		<b>Content ,planningandformat</b>				
		Planning	I can show evidence of planning			
		Content	Each point in plan is relevant to the topic. I will use these points in my			
		Purpose /audience	I understand the purpose of a formal report I understand the audience for my formal report.			

		Format	<p>My formal report is correctly laid out:</p> <ul style="list-style-type: none"> <li>• I have given my report a heading</li> <li>• The report has the correct sub-headings (Who it is addressed to; terms of reference; procedure; findings; conclusion; recommendations; signed and</li> </ul>			
		<b>Language, style and editing</b>				
		Choice of words / diction	<p>I have chosen my words carefully to make my report accurate and informative.</p> <p>My ideas link to the topic.</p>			
		Language	<p>I have checked and corrected my grammar, spelling and punctuation.</p>			
<b>VALUES</b>	<b>This is an essential skill and lessons will be empowered to capture reports in an unbiased and neutral way.</b>					