



ENGLISH

Grade 7

28 March 2024

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What is report writing

1. A report is a written account of something that one has
 - i. observed
 - ii. heard
 - iii. done
 - iv. investigated.
2. It is a systematic and well organised presentation of facts and findings of an event that has already taken place somewhere. **These facts are paragraphed.** Reports are used as a form of written assessment to find out what you have learned from your reading, research or experience and to give you experience of an important skill that is widely used in the work place.

Report Writing: Things to Keep in Mind

Before writing a report, there are certain things you must know to ensure that you draft a precise and structured report, and these points to remember are listed below:

- a. **title** of the report.
- b. Always use the **past tense**.
- c. to whom the report is directed
- d. **Don't** explain the issue in the **first person**, i.e. 'I' or 'Me'. **Always** write in the **third person**. Use referring words such as he, she, they, it, and so on.
- e. Put the **date**, name of the place as well as **the reporter's name** after the heading.
- f. **Structure the report by dividing it into paragraphs.**
- g. Stick to the facts and keep it descriptive.

However, at Grade 7 level candidates should mainly take note of the following.

- i. title of the report
 - ii. name of the author
 - iii. date the report was written
 - iv. to whom the report is directed
3. The order of the above key contents of a report may not necessarily written in order. The bottom line is that all the above information should be available. However, by mere looking we can see that it is wise to have this order when writing a report.

Write a report to the Head of your school about high level of indiscipline at the school.

- | | | | |
|------|--|---|---|
| i. | title of the report | - | High level of indiscipline at our school |
| ii. | date the report was written | - | 10 August 2022 |
| iii. | recipient (to whom the report is directed) | - | To the school head |
| iv. | introduction of the report | | |
| v. | body of your report | | |
| vi. | conclusion of the report | | |
| vii. | author of the report | - | Written by / From Onias Mutunami |

4. The length of your report should be at least one hundred and twenty words.

- 5. Avoid use contraction words such as**
- | | |
|------|---------|
| i. | don't |
| ii. | won't |
| iii. | doesn't |
| iv. | weren't |

6. Other words which must be avoided include close demonstratives which include

- | | |
|-----|-------|
| i. | this |
| ii. | these |

- 7. A report must be**
- | | |
|------|---|
| i. | clear of its theme / aim |
| ii. | have its contents well organised – in correct sequence and paragraphed. |
| iii. | in good simple past tense |
| iv. | be free from grammatical and spelling errors. |

A candidate who has omitted, date, title author, recipient is penalised only one mark therefore its not a serious offence to omit such. But let us do the correct thing and avoid teaching using ZIMSEC standards

Question

Your community is about to face the **worst drought** ever experienced. **Write a report to your Member of Parliament** informing him / her about this sad development. In your report include

- | | | | |
|---|-------------------------------------|---|--------------------------|
| - | affected communities and population | - | causes |
| - | its negative impacts | - | urgent assistance needed |