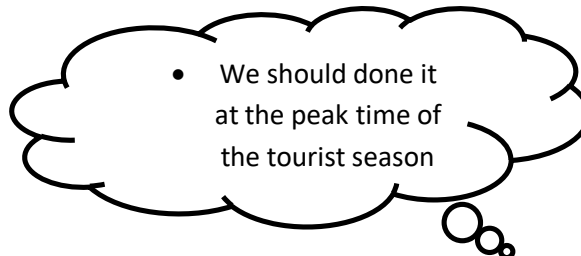
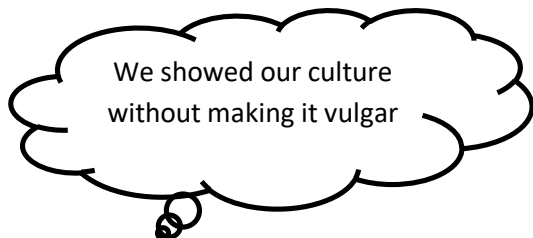


Report writing

The business club of your school / institution recently conducted a national cultural event, in which arts and cultural features of your country were shown, in order to help promoting tourism.

Being the secretary of the club, you are asked to prepare a report on the event.

Here are two remarks from your friends:



Write a report to be submitted in the meeting, in front of the head of your institution.

Your report should be 150-200 words long.

Task-1: Writing an introduction

a. Write the following details

- Who organised the programme?
.....
- Venue
- Day(s), month and year (remember the second comment hints that it was untimely).....
- Write a possible theme for the programme (better agreeable to the first comment)
.....
- What was the objective/purpose of the event?
.....

b. Write an introduction that contains the above details in about 40 words. (Tip- use of passive voice can give formal tone - Eg. was organised by.....)

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Task-2: Writing body paragraph-1 (50- 60 words)

a. Write a topic sentence that contains the following:

- **Introducing phrase:** (Eg: First of all...../ To give an overall assessment.....)
- **Topic:** (Eg: The event of cultural demo.....)
- **Controlling idea:** (Eg: showcased Maldivian culture without distorting it for marketing)

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b. Write two sentences explaining the controlling idea, (the ‘why/ how’).

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c. Write a statement, quoting a participant, justifying the controlling idea in the topic sentence.

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d. Write a conclusion sentence paraphrasing the idea in the topic sentence.

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e. Write the body paragraph, linking the above sentences in order using appropriate connectors.

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Task-3: Writing body paragraph-2 – Repeat the activities in task-2 with another point- 50- 60 words

a. Write a topic sentence that contains the following:

- **Introducing phrase:** (Eg: Another achievement of the
- **Topic:** (Eg: The event of cultural demo.....)
- **Controlling idea:** (Eg: students learnt about a lot of new job opportunities)

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b. Write two sentences explaining the controlling idea, (the 'why/ how').

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c. Write a statement, quoting a participant, justifying the controlling idea in the topic sentence.

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d. Write a conclusion sentence paraphrasing the idea in the topic sentence.

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e. Write the body paragraph, linking the above sentences in order using appropriate connectors.

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Task-4: Writing body paragraph-3 – Treat the point in the alternative comment (40-50 words)

a. Write a topic sentence that contains the following:

- Introducing phrase: (Eg: On the other hand / To turn to a rather seamy side of things)
- Topic: (Eg: the event.....)
- Controlling idea: (Eg: seemed a little untimely as it was at the fag end of tourist season)

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b. Write one sentences explaining the controlling idea, (the 'why/ how') in the topic sentence.

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c. Write two sentences either replying to or making a recommendation by accepting the alternative comment.

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Task-5: Writing a conclusion paragraph in about 30 words,

- a. Conclusion gives a one or two sentence summary of the discussions above.
- b. It also gives a suggestion of follow up or improvement.

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