Report Writing: Sample

The Fine Arts Association of your institution /school recently conducted a food expo where various dished of both national and international varieties were sold.

Here are two comments from your friends.

It was great! So much of European dishes!

Many of our country's stuff were missing.

Write a report on the food fest to be submitted to the principal

Your report should be of 150-200 words long.

Sample response

The Fine Arts Association of 'Language Centre' organised an international food expo on 1st and 2nd February on our campus premises. It was conceived essentially as a exposure to meet other cultures and feel the taste of them.

The expo gave an opportunity for students to experience the taste of continental food in wide varieties. In 30 stalls, the programme offered 140 dishes, out 58 were exclusively continental. Students had thoroughly researched how they were cooked and served. This hard work yielded results in lifting many misconceptions. Shajahan, A Gr.12 student has written the feedback that he never thought Europe had such a palate for sweetness. Thus, it served a cultural bridging.

Another important output of this food fest was that 20 A level students got selected for resort jobs. We had invited resort officials and they were pleased with the home work students performed. So they selected 20 for chef jobs and offered to train them free of cost. So, the programme turned out to be a campus interview.

It is true that stalls were not sufficient for the local dishes. However, it was because of a plan to host a special food fest exclusively for our national and local varieties.

In overall assessment, the food expo helped to remove many prejudices against European food habits and functioned as a cultural exchange programme. It can be recommended that an exclusive show should be organised for the food of Americas and Asian countries.