

NAME: _____ DATE: _____

HOW TO WRITE AN EVENT REPORT

WHAT IS AN EVENT REPORT?



A factual account of something that already happened, telling the story in chronological order.

PURPOSE: Inform, Record, Explain.



1. WRITE A TITLE

Tells the reader what the report is about.



Report on School
Bake Sale,
Sports Day,
Tree Planting Day.



2. WRITE THE INTRODUCTION

Answers: **What, When, Where, Why.**

On Friday 16th May 2026,
our class held a bake sale...
to raise money for new
football uniforms.



3. WRITE THE BODY

Chronological account, including
Who helped, Activities, and Details.
Use time-order words:

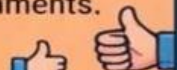
First, Next, Then, After that,
Finally.



4. WRITE THE CONCLUSION

Summarize success, what was
achieved, and final comments.

The bake sale was very
successful. We raised
enough money for new
uniforms. Everyone
learned teamwork.



KEY FEATURES & LANGUAGE

ESSENTIAL FEATURES

- ✓ Title
- ✓ Introduction
- ✓ Body Paragraphs
- ✓ Conclusion
- ✓ Facts in Order
- ✓ Paragraphs
- ✓ Punctuation/Spelling

LANGUAGE RULES

- ✎ Formal Language
- ✎ Past Tense Verbs
(organized, helped, sold)
- ✎ Write Facts Only
- ✎ One Idea Per Paragraph

Prompt: Your standard three class organised a bake sale to raise funds to purchase uniforms for the school's Football Team. Write a report for your principal about this event.

You may include the following details.

- Time, date and place of the event
- Who were involved
- What took place during the event

GUIDING QUESTIONS

Helpful Time-Order Words

First	Then	Next	After that
Before the event	Finally	At the End	

Useful Report Vocabulary

organised	supported	collected
prepared	raised	participated
displayed	co-operated	served
successful	uniforms	football team
fundraiser	school community	purchased

Step 1: Think About the Event

Answer these questions in complete sentences.

1. What was the name of the event?

2. Why was the bake sale organised?

Step 2: Record the Important Details

Date of the event

Time of the event

Place where the event was held

Step 3: Who Was Involved?

Who helped to organise and run the bake sale?

Tick all that apply.

☐ Students

☐ Teachers

☐ Principal

☐ Parents

☐ School Support Staff

☐ Members of the Community

☐ Other: _____

Step 4: What Happened Before the Bake Sale?

Answer the questions below.

What baked items were prepared?

Who helped to prepare the baked goods?

How was the hall or selling area prepared?

Step 5: What Happened During the Bake Sale?

Answer each question.

Who came to buy the baked goods?

What jobs did the students do?

What baked treats were sold?

Describe the atmosphere at the bake sale.

Step 6: What Happened at the End?

Was the bake sale successful? Explain your answer.

How will the money help the football team?

What did everyone learn from the event?

Step 7: Organise Your Report

Paragraph 1 – Introduction

Use your answers to write about:

✓ What the event was

✓ The time

✓ The date

✓ The place

✓ The purpose of the event

Paragraph 2 – What Happened

Use your answers to explain:

- ✓ Who was involved
 - ✓ What happened before the bake sale
 - ✓ What happened during the bake sale
 - ✓ How everyone worked together
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Paragraph 3 – Conclusion

Use your answers to explain:

- ✓ The outcome of the bake sale
 - ✓ How the money will be used
 - ✓ Why the event was successful
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