

O'level

Foundation

Week 32

The Write Tribe

SITUATIONAL WRITING: REPORT : INCIDENT REPORT: PROPOSAL

LIVEWORKSHEETS

Format of an INCIDENT REPORT

INCIDENT REPORT

To: The Principal
Serangoon Secondary School

Who is the report for?
Organization

From: Anna Lee

Who is writing?

Incident on school grounds on 30 April 2019

Heading

You have asked me to explain...

(Body)

Polite and formal tone

...I regret that I cannot identify the intruder.

Do not use a signing off phrase.
Just your signature

Anna Lee

5 May 2019

You must date the report

LIVEWORKSHEETS

To: Mr Noel Lim
Principal
ChingFu Secondary school

From: Alicia Koh
Sec 4E9

Theft at classroom 1E2 on 30 April 2019

This is an account of an incident I witnessed at school's parade square **(place)** , on 19th October **(date)**, about 10am **(time)**.

I was walking towards.. (describe what happened) *use 5W1H

I was walking towards our school canteen when I saw a Chinese boy, dressed in our school uniform, loitering outside the classroom of 1E2.

The boy belongs to upper secondary as he was wearing long pants. He had unkempt hair and was sporting golden rimmed glasses. He was stout and thick-built. He was also carrying a lime-green backpack.

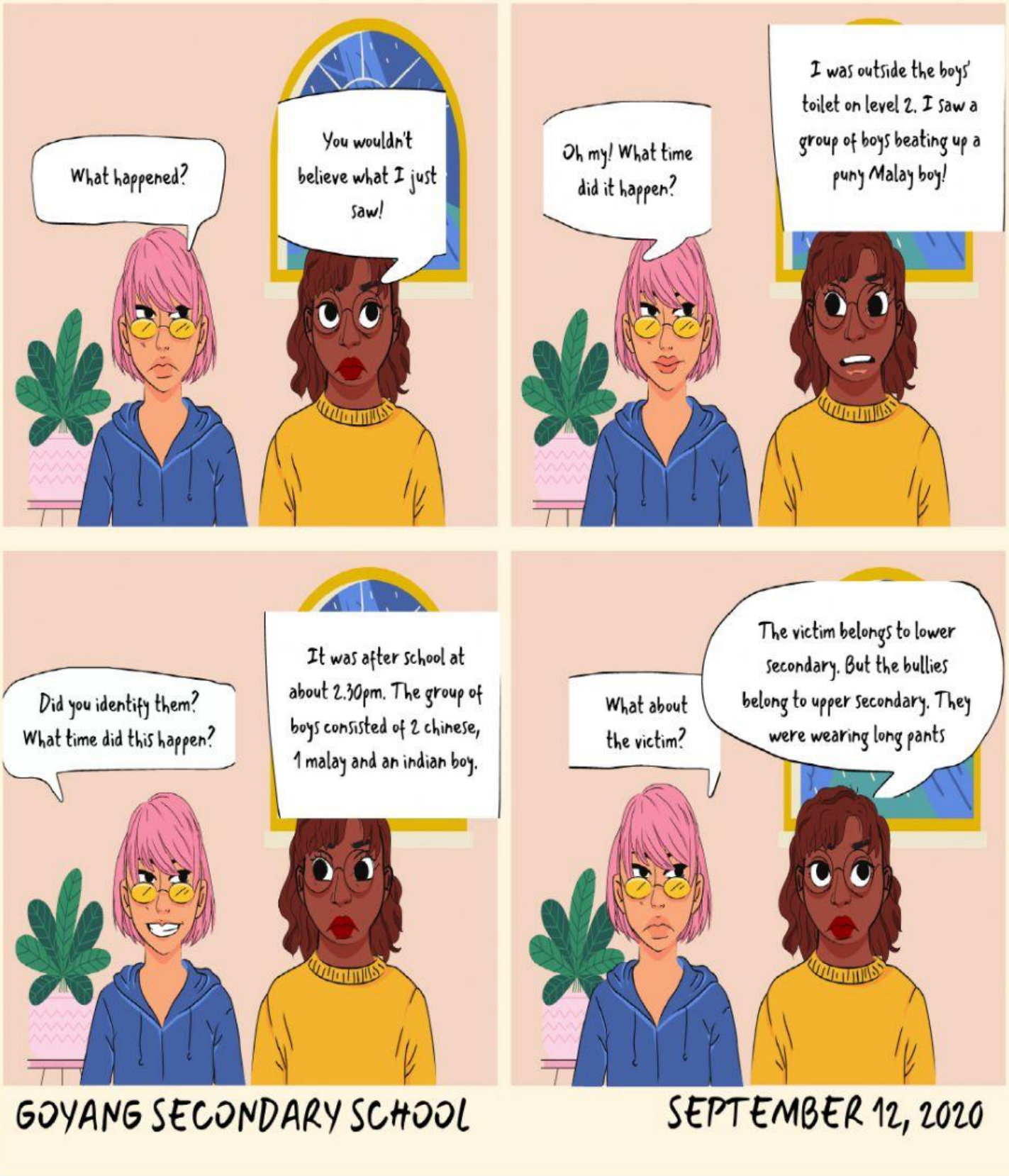
The boy shortly went inside the classroom and started rummaging through the bags. I noticed he was stealing valuables such as a watch, mobile phone and a pair of pink headphones. At about 10.20am, the boy left the classroom.

Should you have any further questions, feel free to look for me in class 4E9 or email me at ilovetaehyung@gmail.com
I will be most willing to assist you.

Alicia Koh

5 May 2019

LIVEWORKSHEETS



LIVEWORKSHEETS

The indian bully was bald. He wore thin-rimmed glasses.

One of the Chinese boys carried a lime-green bag.

The Malay boy had a dragon tattoo on his right arm.



What did they want?

They were asking the victim for $50.

Is the victim okay?

After the bullies were gone, I brought him to the sick bay. He is Ahmad from 1E3. He sustained minor injuries.

You better report to our Principal, Mr. Goh.

Yes! I will write a report immediately.

GOYANG SECONDARY SCHOOL

SEPTEMBER 12, 2020

LIVEWORKSHEETS

Incident Report

LIVEWORKSHEETS