



Primary 5/6

The Write Tribe

SITUATIONAL WRITING: REPORT



GATHERING INFORMATION

P.A.C

You should use P.A.C to plan your writing :

- 1.Purpose (The purpose of your writing?)
- 2.Audience (To whom you are writing?)
- 3.Context (Formal or informal tone?)

Report Format 1

To: The Principal

An accident in the school car park

On **3 October** at **10am**, I saw a van hit a car while it was reversing in the school car park. **The driver was talking on his handphone** then.

It was a **white van** and the licence plate number was **GM 4343P**.

The driver **sped off immediately** when he realised that the van had hit the car.

Reported by: Sally

Purpose:

To report an accident

Audience:

The Principal

Context:

Formal writing.
Factual details.
Concise.

Format:

Includes a title.

To: _____

Reported by: _____

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Report Format 2

To: Mr. Kumar

From: Lee Wen Ting

12 May 2019

Who is the report for?

Who is writing?

Date

Incident on the Public Bus

Heading

I got on Bus 96 today on 12 May at around 12.30pm after school at the bus stop right outside the school's main gate. Besides me, two other boys got on the bus too. They were John Ong and Balan Krishna from Class 6E.

John and Balan sat behind me. Besides laughing loudly, they were elbowing and jostling each other in their seats. Many other passengers were unhappy with the disruption they were causing.

Then, all of a sudden, John, who was sitting beside the aisle, fell out of his seat because Balan shoved him. The bus driver then pulled the bus to a stop. After making sure that John was all right, the bus driver chided John and Balan for their unruly behaviour.

John and Balan looked ashamed and apologised for their actions. For the rest of the trip, they sat quietly in their seats.

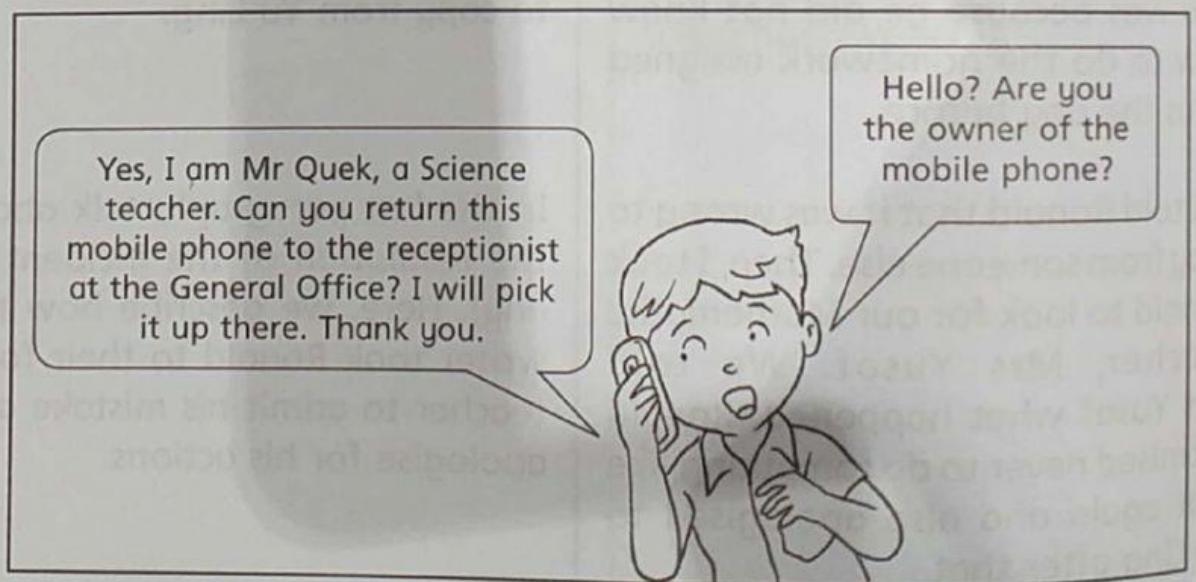
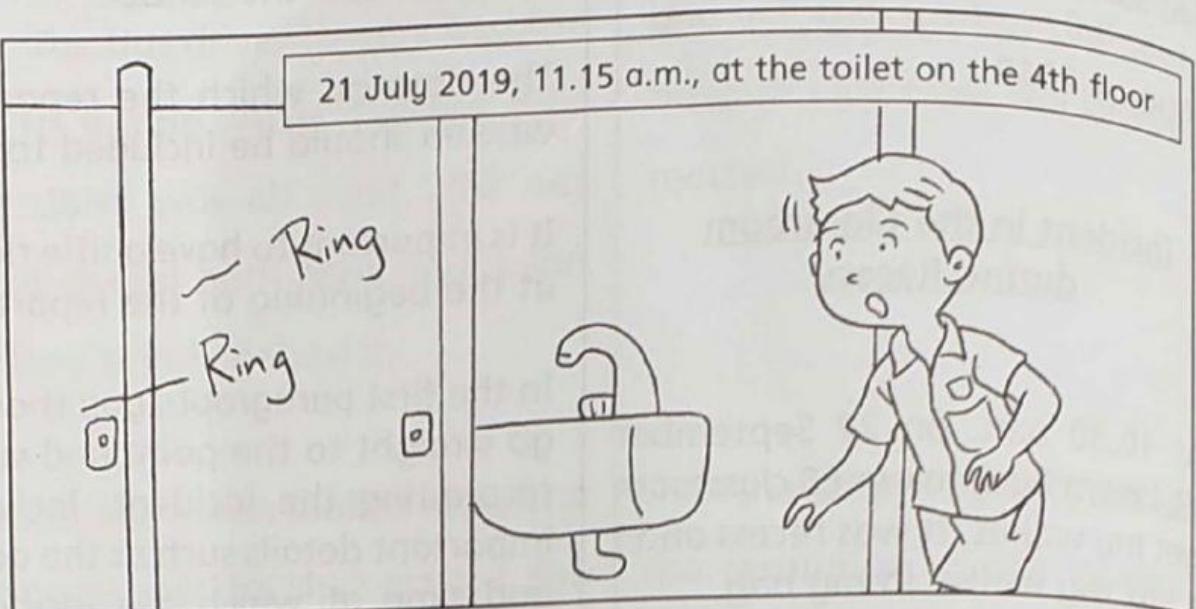
Go straight to the point.
Do not describe weather, facial expressions etc. Include only important details.



Characteristics of a report	
Purpose	To provide detailed information about an incident to someone of higher authority
Audience	Teacher, school principal or person-in-charge
Context	Formal. NO contractions such as (can't)
Is an address needed?	No
Is a title needed?	A title is needed to summarise the context of the report.



21 July 2019, 11.15 a.m., at the toilet on the 4th floor



Your Task

Imagine you are the boy in the pictures.

Write a report to your form teacher about how you found the mobile phone.

You are to refer to the pictures and information on the facing page for your report.

In your report, include the following key information:

- when you went to the toilet
- how you found the mobile phone
- where you found the mobile phone
- whether you knew who the mobile phone belonged to
- what you did after you found the mobile phone
- what happened after that

You may reorder the points. Remember to write in complete sentences.



