

Name : .....

Eng. 202 Module 11 Arts and Media

Lesson 5 Writing Skill ( Formal Report )

(( Report on graduation festival ))



Fill in gaps with the suitable word from the list :

(1) Introduction :

In June, a memorable Graduation Festival was organized in our school . It was held from 5th to 6th June. In general, It was highly 1 ) ..... attracting over 250 students .The weather was sunny, although it was 2) ----- on the first day. The students enjoyed the lively atmosphere and shared joy with their parents .

( 2 ) Audience:

The 3) ..... were mainly students. However, there were people of different age groups such as parents , teachers and children. The smile on the faces of parents and the students wearing graduation 4) ..... was stunning and unforgettable .

(3) Performers :

The majority of performers were students . The festival started with a student reciting the Holy Quran . The school principal gave a speech 5) ..... visitors and congratulating students .Moreover, The ideal student gave a speech praising the 6 ) ..... of the teachers during the school year and showing gratitude to them. The highlight of the celebration was a performance by students who sang a memorable song and introduced traditional and funny sketches .

( 4 ) Refreshments :

There was an open 7 ) ..... offering tasty food and Bahraini cuisine in addition to fresh juice and hot drinks . On the whole , people were satisfied with the quality of food and the service .However , some people 8 ) ..... that there were not enough tables for the guests to have their meals and they needed greater variety of traditional 9) .....

buffet

uniform

humid

hospitality

desserts

impression

welcoming

consideration

efforts

attendees

successful

complained

( 5 ) **Conclusion :**

Overall, the festival gave great pleasure to a large number of people. In general, everyone was pleased with The organization of the celebration. Most of the sponsors wanted to participate in next year's graduation festival.

( 6 ) **Recommendations :**

Most visitors were pleased and had a good 10 ) ..... about the graduation festival. Nevertheless , I have some recommendations for future festival :

- ❖ The timing should be taken into 11 ) ..... to attract more families.
- ❖ Special access for seniors and managers could be arranged .
- ❖ It is advisable to hire more 12 ) ..... staff to serve guests.
- ❖ A short video to show the history of the school should be provided .