



Report: Incident

Section 1: Directed writing (30 marks)

Question: Write a report to your Principal Mr. Goh from Goyang Secondary school. Include the following:

- What time and where did the incident happen?
- Who was involved?
- Identify the parties involved.
- Were there any injuries?

Cover all four points in detail. You should make your report polite and informative. Start your report “To Mr, Goh” and include his position. Remember to give a name, class and a date.

Incident Report

PROPOSAL REPORT

To: Mr Noel Lim
Principal
ChingFu Secondary school

From: Leroy Koh
Sec 4E9

School library in need of new books

I am writing this report to propose to our school board to order new books for our school library. Currently, the books in our library are outdated. We are in need for both fiction and non-fiction books.

After conducting a survey with our fellow students, many of them had complained that they have read majority of the books. Furthermore, some of the books are in a bad condition and would need replacement.

With this in mind, a poll was conducted on what genres our school board should focus on. Many students are interested in technology. For example, books on coding, game development and mobile app development. In particular, students favoured, 'For Dummies' series as they have stated that the series is written in a simple, yet informative manner.

Additionally, many students also stated they want to see new fiction books touching on the following genres, horror, high school romance and Manga. Although the above genres may not be considered ideal, I believe it encourages students to read and improve their English Language to a certain extent.

With more students visiting the library, there will be greater exposure towards the love for reading. Overall, I hope that my recommendations will be taken into suggestion. If you have any questions related to my suggestions, you can find me in the school library on Wednesdays between 2.00pm to 5.00pm.

Leroy Koh

12th October 2021



Report: Proposal

Section 1: Directed writing (30 marks)

Many students are dissatisfied with the poor facilities in the school library. As the head librarian, write a report to the principal conveying the students' complaints and suggestions. Use the notes below to write your report.

Question: Write a report to your Principal Mr. Boris from Shin Chan Secondary school. Include the following:

Facilities:

- Library too hot
- Insufficient tables and chairs

Books:

- Missing pages
- Inadequate reference books

Suggestions:

- Install air-conditioners
- Buy more tables and chairs
- Purchase new books
- Buy multiple copies of reference books

Cover all points in detail. Also include the benefits of taking in the above suggestions. You should make your report polite and informative. Start your report "To Mr. Boris" and include his position. Remember to give a name, class and a date.



Proposal Report

Report: Proposal

Section 1: Directed writing (30 marks)

Many students are dissatisfied with the variety of food offered in the school canteen. As the student leader, write a report to the principal conveying the students' complaints and suggestions. Use the notes below to write your report.

Question: Write a report to your Principal Mr. Shin Chan from Yishun Secondary school. Include the following:

Food:

- There is no variety of cuisines available.
- No stall is catering to vegetarians

Facilities:

- Not enough water coolers leading to long queues
- Canteen becomes over-crowded due to lack of tables and chairs.

Suggestions:

- More cuisines like Korean, Russian, Vegetarian and Japanese. Students exposed to different cuisines can learn more about other cultures. Furthermore, it would be more welcoming to our foreign-exchange students.
- Buy more tables and chairs
- Install more water coolers

Cover all points in detail. Also include the benefits of taking in the above suggestions. You should make your report polite and informative. Start your report "To Mr. Shin Chan" and include his position. Remember to give a name, class and a date.



Proposal Report