**Worksheet- Report**

Report writing involves writing about a specific event that has occurred.

**Steps to Write a Report**

* **Title**

The title for a report clearly tells what the incident is about.

Example: ‘The Lost Ring’

Explanation:

**'The Lost Ring'** tells the reader that the report will discuss an incident involving a lost ring.

* **Introduction**

The introduction provides a brief overview of what happened.

Example: ‘On Tuesday afternoon, my friend Sarah lost her mother’s ring.’

Explanation:

This sentence serves as an introduction because it gives a brief overview of the incident that will be detailed in the report.

* **Body**

The body tells the details of the incident in order. It describes how the incident started and what happened after that.

Example: ‘Sarah was watching movies in the theatre with her cousins. When they came out of the theatre, she realized that the ring was not on her finger.’

Explanation:

This passage is a body because it provides detailed information about the incident in a sequential order. It describes what Sarah was doing (watching movies with her cousins) and what happened after that (she realized the ring was missing).

* **Conclusion**

The conclusion explains how the incident was resolved.

Example: ‘After searching, they found it in the popcorn bag.’

Explanation:

This sentence serves as a conclusion because it provides the resolution to the incident. It tells us the outcome of the search for the lost ring, revealing that it was found in the popcorn bag.

**Read the report ‘9-year old boy becomes a local hero!’ on page 64 of your book and answer the following questions:**

1. **What is the title of the report?**

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1. **How did the incident start?**

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1. **How did it end?**

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1. **Can you think of another title for this report?**

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