

# REPORT WRITING

## WHAT IS A REPORT WRITING

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- A means to convey some information to others.
- An organized, factual, objective presentation of information.
- 'Organized' since it follows a systematic pattern.
- 'Objective' means it should not be influenced by our personal feelings.
- Report is a comprehensive document and covers all aspects of the subject matter of study.

# **DIFFERENT TYPES OF REPORTS**

**Society/School Report**

**Report to the Principal**

**Police Report**

**News Report**

**Book Report**

## *The Report to the Principal*

This kind of report is a formal account of an incident which happened in school. The purpose is for the principal as to carry out an investigation and take action. Thus, the report is addressed to the school principal.

**STEP 1: THE FIRST PART IS AS FOLLOWS (JUST  
SUGGESTION, NO HARM TO FOLLOW):**

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STEP 5: WRITE YOUR REPORT IN SECTIONS OR PARAGRAPHS.**



**STEP 6: IT IS MOSTLY WRITTEN IN PAST TENSE.  
DO REMEMBER THAT, YOU ARE  
REPORTING.**


**STEP 7: END YOUR REPORT WITH A CLEAR  
ENDING, BY MAKING AN INFERENCE/  
SUGGESTION.**



**STEP 8: LASTLY, SIGN YOUR REPORT ON THE LEFT-HAND SIDE. YOU MAY INCLUDE YOUR POST IF YOU HAVE ONE.**

## ***Section A: Directed Writing***

**Many of your schoolmates are not interested in sports. You have carried out a survey on the reasons for their lack of interest. Based on your findings, write a report to the Principal regarding the matter. In your report, give reasons for the lack of interest in sports and provide suggestions to overcome the problem.**



## USE THE FOLLOWING NOTES TO WRITE YOUR REPORT.



- When writing the report, you must:
- Address your report to the principal
  - Provide a title
  - Include your name
  - Use all the notes given

## SUGGESTED ANSWER

To : The Principal of Sekolah Menengah Kebangsaan Bahagia

A report on the Lack of Interest in Sports Among the Students of Sekolah Menengah Kebangsaan Bahagia

I have recently conducted a survey among the students of SMK Bahagia . The results of the survey show that among 2,000 students from form one to form five, only 200 would choose sports as their preferred leisure activity during their spare time. That number is only 10% of the student population.

Among the reasons cited by the 1,800 students who did not choose sports as their preferred activity is their own attitude towards sports. Many of them assume playing sports involves getting hot, dirty and sweaty as well as being occasionally sunburned. Also the students complained about their lack of time. Many of them commented that this was caused by the longer school hours and also because many co-curricular societies, such as uniformed bodies, hold extra meetings on weekends.

Not only that, many of the students complained about parental factors. According to them, their parents place an excessive amount of attention on academic work. Many of them have stated that it has become an obsession with their parents to make them excellent in academics. With their parents sending them for tuition classes, workshops and seminars at every possible opportunity, it has become very difficult for them to make time for leisure, let alone sports.



Other students complained that the school field and sports equipment are not at a reasonable level. Since the school field is fully utilised, the students expect it to be at its level best. However, they have said that the opposite is often true. There is insufficient sports equipment in the school storage room with only two soccer balls. The school's hockey equipment is also in very bad condition with several broken hockey sticks that have not been replaced. The poor condition of the school field and the badminton courts have also drawn the anger of the students. Many students submitted complaints that the school field is very wet and muddy after it rains while the badminton courts' floor is heavily damaged.

Due to the overwhelming lack of interest in sports among the students' I have formulated a few suggestions for consideration. Among my suggestions is that the school authorities, such as the Head of Student Affairs, should stress the importance of sports to the students. The message would have a much greater impact on the students if delivered by a person in authority.

Moreover, the school authorities could hold a dialogue with the parents during the next Parent Teacher Association meeting. During the dialogue, the school authorities could explain to the parents about the importance of a balanced life for the students through sports.

On top of that, the school could improve the sporting facilities for the students and employ qualified trainers. Both steps would go a long way towards attracting the interest of the students to get involved in sports. The presence of the trainers would be an added bonus for the students because they could receive proper training on the rules and regulations in sports.

Lastly but not least, the school authorities could organise more competitions related to sports and offer attractive prizes to the winners. This would act as an incentive for students who have talent in sports to come forth and compete.

Written by,

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(Khatijah Bt. Rosli)  
Secretary,  
Sports Club,  
SMK Bahagia

**Format:**

- |           |                              |        |
|-----------|------------------------------|--------|
| <b>F1</b> | - Addressed to the principal | 1 mark |
| <b>F2</b> | - Title of the report        | 1 mark |
| <b>F3</b> | - Name                       | 1 mark |

**Content:**

- |            |   |        |
|------------|---|--------|
| <b>C1</b>  | - student's attitude                        | 1 mark |
| <b>C2</b>  | - lack of time                              | 1 mark |
| <b>C3</b>  | - parents' emphasis on academic performance | 1 mark |
| <b>C4</b>  | - tuition classes                           | 1 mark |
| <b>C5</b>  | - insufficient sports equipment             | 1 mark |
| <b>C6</b>  | - poor condition of field and courts        | 1 mark |
| <b>C7</b>  | - stress importance of sports               | 1 mark |
| <b>C8</b>  | - dialogue with parents                     | 1 mark |
| <b>C9</b>  | - improve facilities                        | 1 mark |
| <b>C10</b> | - employ qualified trainers                 | 1 mark |
| <b>C11</b> | - organise competitions                     | 1 mark |
| <b>C12</b> | - offer attractive prizes                   | 1 mark |



## **FEATURES OF A WELL WRITTEN REPORT:**

- A Good Report has a Clarity of Thought
- A Good Report is Complete and Self-explanatory
- A Good Report is Comprehensive but Compact
- A Good Report has a Proper Date and Signature
- A Good Report is Presented in a Lucid Style