

# REPORTS

---

Reports are accounts giving information about specific happenings. Common types of reports :

- ❖ General reports

## **GENERAL REPORT – 2 Formats :**

### **Format A:**

- title
- name of person making the report
- details of events in paragraphs

### **Format B:**

- title / issue
- name of person making the report
- name of person the report is addressed to.

***\*Tips:*** Use a formal language tone

## **SAMPLE QUESTION 1 & ANSWER**

### **SPM Examination Paper 2017 : Paper 2 / Section A**

Getting to school on time is very important but many students in your school often arrive late. The Principal has asked you to carry out a survey to find out why they arrive late.

Based on your findings, write a report to the Principal and suggest ways to solve the problem.

In your report, include the following:

#### **Details of survey :**

- Purpose of the survey
- Why arriving on time is important
- When the survey was carried out
- Number of students involved in the survey

#### **Reasons given by students :**

- Waking up time
- transport
- distance from home
- [ give one more reason ]

#### **What school can do :**

- Awareness campaign
- [ suggest one more idea ]

#### **What students can do :**

- use alarm clocks
- [ suggest one more idea ]

When writing the report, you must:

- Use the appropriate format (write to the Principal, provide a title and give your name as the writer)
- develop all the points given
- give your own ideas when needed

**STRATEGY TO ANSWER (FORMAT B)**

STRATEGY	SAMPLE ANSWER
1. Title	<b>Report On Students' Late Arrival To School</b>
2. Name of person the report is addressed	To : Hajjah Halimah bt. Bachik Principal of SMK Ratu Cantik
3. Name of person making the report	From : Azman bin Dahalan Head Prefect
4. Introduction (Points 1 – 4)	Late arrival to school among students of SMK Ratu Cantik has been a predicament that needs to be curbed before it becomes a common practice. A survey had been carried out among the students to establish the reasons for this phenomenon. It is also to make them aware that arriving on time is crucial so that the students can benefit from the pre-assembly activities that we have in school like 'Early Birds', 'Language on Air' and '1 Hari 1 Ilmu'. The survey was carried out last month, involving the 60 students who have late attendance record.
5. Points 5 and 6 can be used in one paragraph. Elaboration of each point is optional.	These are the reasons given by the students. Waking up late is the most common reason for the students to come late. Besides that, having transport problem also hinders the students from arriving early at school.

<p>6. Points 7 and 8 can be used together. Elaboration of each point is optional.</p>	<p>Another reason that causes the students to come late to school is because of the far distance of their homes from school. Some claimed that they need to take more than an hour to reach school from home. Last but not least, bad weather is also a factor that has led to this unwelcoming situation.</p>
<p>7. Points 9 to 12 can be used together. Elaboration of each point is optional.</p>	<p>To curb this problem, the school can organise an awareness campaign on the importance of coming to school. Rewarding the early birds can also encourage the students to improve their time of arrival. On their part, the students can also use alarm clocks to ensure that they can wake up early. In addition, the students should also get help from their parents or family members to wake them up in case the alarm clocks do not work.</p>
<p>8. Conclusion</p>	<p>It is hoped that this predicament can be dealt with successfully so that our school can establish punctuality as one of its reputable culture.</p>

## **ANSWER SCHEME :**

### **SECTION A :**

#### **FORMATS :**

- F1 Title
- F2 Address To Principal
- F3 From Head Prefect

#### **CONTENTS :**

##### **Details of survey :**

- C1 - Purpose of the survey is stated
- C2 – At least one reason why arriving on time is important is stated
- C3 - When the survey was carried out is stated
- C4 - Number of students involved in the survey is stated

##### **Reasons given by students :**

- C5 - Waking up time
- C6 - transport
- C7 - distance from home
- C8 - [ give one more reason ]

##### **What school can do :**

- C9 - Awareness campaign
- C10 - [ suggest one more idea ]

##### **What students can do :**

- C11 - use alarm clocks
- C12 - [ suggest one more idea ]

**LANGUAGE :** Refer To The Table Of Bands

### **SAMPLE QUESTION 2 & ANSWER**

The Prefects Board of your school visited an orphanage last week. As the secretary of the board, you have been asked to write a **report** on the trip to the principal.

Use the notes below to help you write the **report**.

- Day, date, time
- Name of the orphanage
- Number of participants
- Transportation taken
- Reasons for the visit
  - foster understanding, cooperation amongst members
  - [state **ONE reason** of your own]
- Activities carried out
  - donated money, food items
  - cleaned compound of orphanage
  - played games, sing
- [state **ONE lesson** learned from the visit]

When writing the **report**, remember to:

- mention for whom the report is
- write the title of the report
- use all the notes given
- state a reason and also a lesson of your own as required
- state who wrote the report

## **SAMPLE ANSWER (FORMAT A)**

To:

The Principal

SMK Ratu Cantik,

Sitiawan.

### **A Visit To Lucky Children Orphanage**

On **20<sup>th</sup> January 2018, Saturday**, the Prefects' Board members of SMK Ratu Cantik, Sitiawan visited the **Lucky Children Orphanage in Lumut**. There were **30 students and four teachers**. We departed from school at **7.00 am** by **bus**.

The reasons for the visit were **to foster better understanding and cooperation** and **to instil the value of kindness by helping the less fortunate amongst the members**.

Several activities were carried out throughout the visit. Firstly we **donated money and food items to the inhabitants of the orphanage**. Secondly, we **cleaned the compound of the orphanage together with the orphans**. Next, we **played some interesting games and sang a few favourite songs of the orphans**. After that, we **had a hearty lunch and gave some souvenirs to the organising committee members of both parties**. We left the orphanage at **2.00 p.m.** with **some mixed feelings of sympathy, gratitude and humility**.

Among the lessons learned from the visit are **being grateful to what we have in lives** and **having empathy as well as kindness to others who are less fortunate than us**.

Reported by:

.....(name)

.....(post)