

How to Write a Report

A report should be accurate and useful. It is used to provide feedback about a specific event that has happened. It can be formal or informal depending on the type of event.

There is no set format for writing a report, but there is a framework.

1. Your title should say what the report is about.
2. Put the date on the report.
3. Name who requested the report or to whom it will be submitted.
4. Clarify the purpose of the report.
5. You can make headings for paragraphs so that specific information can be easily searched for.
6. Explain everything fully and name everyone who was involved.



Report on the fight on 5 April 2023

The principal requested L Mphahlele Mochabo, as head boy, report back on the fight between 2 boys during break on 5 April 2023.

I interviewed the applicants:

Applicant 1: (Write what that person says)

Applicant 2: (Write what that person says)

My findings: (Use words what you think happened or what you saw happen.)

Suggestion: (What is your suggestion for a solution?)

Name: Mphahlele Mochabo

Signature: _____



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