

Name: _____ Date: _____

Worksheet: Guided Practice Report Writing

Guided Practice: Complete the report below by adding appropriate words to the report on which you saw the incident.

Write a report with the following details.

Introduction:

1. Date: Tuesday, 25th March, 2015
2. Time: at 1:30 p.m.
3. Place: St. Joseph's Boys School
4. Topic: The Stolen Text Book

Body:

5. People involved – Avion and Maria
6. Series of events – student claims student stole her textbook, teacher summons student, inquiry into the true owner of the textbook, only two names were on the textbook (one of the student and her older sister)
7. Action taken – teacher takes all into consideration and makes up a decision, teacher disciplines student.

Conclusion:

8. State how the negative effects of this incident were dealt with by the people involved.