

Report Writing

This question is for seven marks. In this question, an incident or event is given. Based on that, a report is to be written.

A report should have three parts- Headline, dateline and main body. Follow the given instructions to write the report.

- Read the given question properly.
- Choose any keyword from the question and write it as headline. Underline the headline.
- If date and place is not given in the question, write any date and place as dateline.
- Use the keywords from the questions and make small sentences.
- Write at least 10 sentences.
- Write the sentences in past tense.

Headline	
Dateline,	
Body	