

Name: _____

Reporting and Recounting Worksheet

Some jobs require you write an incident report, such as a security guard. A good incident report gives a thorough account of what happened. You must describe the incident clearly, and submit a polished report. Remember a report must be written within the first 24 hours after it happens. Make sure: to narrate the incident in chronological order, use full names of each person, and include times and dates.

Here you will practice writing a report of an incident. You are a student of a particular school and you are writing the report to the principal.

EXPOSITORY WRITING - REPORTING OR RECOUNTING

Observe the picture below. Then read the report below. Some words are missing, choose from the words list below and complete the report.



Name: _____

arrived	arrival	apologized	assistance	brightness
caught	cool	decided	distress	forgot
frightened	floating	impatient	instructor	pitch
practice	prerequisites	protocol	ripples	rubber
shouted	squinting	swam	warned	

Date– 29th January, 2019

Time – 1:30 P.M

Location – The Pool

Name – Tom Carrington

Who were also present – Willie Brown, Chance Bounce, Mr. Jim Boone (instructor)

To: Mr. J. Pompey, School Principal

I, Tom Carrington, from Mt. Dor’s Primary School, 7 years old, _____ at The Pool on 01/29/2019 at 1:30 P.M.

Upon _____, I met Willie Brown and Chance Bounce (two seven-year-old boys I know who had recently passed the level 3 _____ of basic front and back-crawls, and floating in deep water without _____, at the pool.

We were all there for our usual swimming _____, nothing more. There were no one else at the pool. The usual _____ is that we must wait for an _____ before we enter the pool – so we _____ to wait.

After 15 minutes, and no _____ Willie Brown and Chance Bounce became _____. The sun was very hot, and the two boys wanted to _____ down in the pool. The two entered the pool and swam to the center. In Willie’s hand there were some marbles. I did not see it until he started

Name: _____

throwing the marbles into the water, and watch the _____ as they made one circle after another.

Chance Bounce was _____ on the water, _____ at the sun, and singing a tune about the _____ of the sun. There was a _____ ring floating in the water and Willie jumped upon it to see if he could _____ a marble across the water. He drew back, and sent the marble with all his might. Just as it left his hand, the _____ ring turned, and he fell into the water.

He was very much _____ and it seemed that he _____ how to swim. He called as loud as he could for help. Chance Bounce, noticing his _____ called out to me. He _____ out the pool looking first at Willie and then to me. I was on my feet and at the pool in a second, but I did not know what to do. (I am also at Level 4, but Chance kept watching me and Willie.

I do not know why, but I swam into the pool. Willie's head was _____ quickly up and down, his small arms thrown up out of the water. I knew I had to act fast. I swam to the _____ ring and threw it to Willie. Then, I _____ to Chance to go get help. When Willie got a hold of the _____ ring, I _____ closer to him from behind and _____ him, and quickly carried him out of the pool.

Willie soon got over his fright. Chance return with Mr. Boone, the swimming _____, who he had encountered in the car park. They were delighted seeing Willie was out of the water safely. Willie _____ to Mr. Boone, and Mr. Boone _____ him not to ever do that again.