

Name: _____ Date: _____

Worksheet: Guided Practice Report Writing

Guided Practice:

TRANSITIONAL words are: next, after, while, then, afterwards, when, finally, as soon as, first, on, in, to, meanwhile, recently, subsequently, during, immediately.

These words help us connect our ideas and keep the report together. You will know when your report does have proper transitions. Your teacher or classmates have trouble following what is happening in your essay and your report sounds very choppy. Therefore, organizing your report is important to make sure the reader can understand what took place.

Activity:

The report below is very choppy and you are asked to fix it so the flow is easier to read and understand. Make sure you use transitional words to help you fix it. Some sentences can be connected. You will have to rewrite this report.

On the 18th of February, 2015, at 8:00 a.m, an incident happened, involving Eva Marie Antoinette, Vivian Ross and Ms. Osmond, at the St. Charles Primary School.

The bell rang for morning assembly, Vivian Ross {a standard four student) noticed her friend Eva Marie Antoinette, chewing and popping a gum near the teacher's lounge. She rushed towards the other student. Vivian reached the teacher's lounge door. The door swung open and stopped the student in her place. Eva saw Vivian knocked to the ground. Vivian was holding her nose. Ms. Osmond was standing over Vivian asking her if she was hurt. Vivian nose began to bleed.

Ms. Osmond, the form three teacher, took Vivian into the lounge. Seated her upright on a chair. Another teacher, Mr. Blake, the infant's teacher, came over to Vivian. The teacher examine the bleeding. Mr. Blake leaned her forward. He advised Vivian to gently blow her nose. Asked Ms. Osmond to retrieve a nasal decongestant in the first aid kit. It is applied. Vivian was told to pinch her nose shut and breathe through her mouth. She did this for about 15 minutes. The bleeding stopped. The school nurse was called in to attend to Vivian. She asked Vivian if she was feeling faint. Vivian said she was not. Vivian was spared a broken nose. She

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remained in school for the rest of the day. The nurse told her to not pick her nose for the rest of the day. She was to see her if the bleeding started again.

Assembly is in the evening. The principal, Mr. Donnel reminded everyone about the rules in school. He stressed that no student should chew gum on the compound and students should be careful they move around the compound. He announced that running was prohibited on the school compound. It could cause grave injury. Students found breaking any rule will be punished.