

Name: _____

Reporting and Recounting Worksheet

Read the following carefully. Plan, draft and write your completed report. Check your writing for errors in grammar and punctuation and make changes if you need to. Then compare what you write to the sample report below.

A student fell from a swirl chair in the auditorium while she and two other students were helping a teacher prepare the auditorium for an important presentation. You are a student reporter for the school newspaper. Write a thorough report about an incident that happened in the school auditorium for the school newspaper. Make sure: to narrate the incident in chronological order, use full names of each person, and include times and dates.

Below are questions that can help you draft your letter. Use the questions to help you write your report. When you are done, compare you report to “A sample report- Tisha”.

Questions

1. Choose the best sentence that states who was involved in this incident.

- ☐ Tisha Sonja, a student in standard five, was injured in the auditorium.
- ☐ Tisha Sonja was injured badly in the auditorium.
- ☐ Tisha, a standard five student, was injured and carried to the nurse.
- ☐ Tisha sprained her ankle and arm.

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2. Who was present when this incident occurred? Choose the best sentence that states who were present.

- ☐ Two other standard five students were present.
- ☐ Daniel and Wynona, two standard five students, were present at the auditorium.
- ☐ Daniel Steel and Wynona West, two standard five students, were also in the auditorium.
- ☐ Some standard five students were in the auditorium helping their teacher.

3. What happened? Choose the best sentence that explains what happens.

- ☐ Tisha fell and damaged her ankle and arm.
- ☐ Tisha fell carelessly from a swirl chair.
- ☐ A student fell. She was helped.
- ☐ Tisha fell from a swirl chair, damaging her ankle and arm.
- ☐ A student fell from a swirl chair, damaging her ankle and arm.
- ☐ Tisha fell carelessly from a swirl chair, damaging her ankle and arm.

4. Which statement best explains when this incident happened?

- ☐ On Tuesday, the third of March 2020, Tisha Sonja of standard five was injured.
- ☐ On Tuesday, Tisha Sonja of standard five was injured.
- ☐ On Tuesday, the third, Tisha Sonja of standard five was badly injured.
- ☐ It was a sunny day, Tuesday, the third of March 2020, when the unfortunate Tisha Sonja of standard five was injured.