REPORT WRITING

PART 3 – GUIDE & FORMULA

SPM ENGLISH

Follow these steps to write a great report! It is very easy to remember!

1 UNDERSTAND THE TASK

- Read the question carefully.
- Underline the keywords.
- Identify who you are writing to, who you are and what the report is about.
- Look at the 3 main points (tasks).
- Plan your ideas for each point.

2 REPORT FORMAT

To:	
From:	
Subject:	

3 PARAGRAPH STRUCTURE

INTRODUCTION	State the purpose of the report. Include date / brief background.
BODY 1 (Task 1)	Write about the first point. Give details and one example.
BODY 2 (Task 2)	Write about the second point. Give details and one example.
BODY 3 (Task 3)	Write about the third point. Give suggestions / recommendations.
CONCLUSION	Summarise the main points and give a final recommendation.

4 USEFUL PHRASES

To state purpose (introduction)

- The purpose of this report is to...
- This report is written to inform you about...
- I am writing this report to describe...

To describe activities (body paragraphs)

- During the visit, we...
- Students were involved in...
- One of the activities was...
- For example,...
- Another activity was...
- In addition,...

To make suggestions (recommendation)

- I suggest that...
- It would be better if...
- The school can...
- One possible way is...
- More students should...

To conclude

- In conclusion,...
- Overall, the visit was...
- I hope these suggestions will be considered...
- I recommend that...

5 EXAMPLE REPORT (Based on the given task)

TASK:

The Consumer Club recently visited an Animal Welfare Shelter to donate food supplies and assist the volunteers. As the club secretary, write a report for your school principal.

MAIN POINTS:

1. the purpose and date of the shelter visit
2. two main activities carried out by the students during the visit
3. suggestions on how the school community can continue supporting animal shelters

To:	The Principal, SMK Taman Jaya
From:	Secretary, Consumer Club
Subject:	Report on Visit to Animal Welfare Shelter

Introduction The purpose of this report is to inform you about the visit to the Animal Welfare Shelter that was organised by the Consumer Club on 14 June 2025. The visit aimed to raise awareness about animal welfare and to contribute to the shelter through donations and hands-on support.

Body Paragraph 1 – Activity 1 During the visit, students donated food supplies such as dry food, canned food and cleaning items. For example, we collected over 50 kilograms of pet food from the school community.

Body Paragraph 2 – Activity 2 In addition, students assisted the volunteers by cleaning the animal enclosures and spending time with the animals. This helped to keep the shelter clean and provided the animals with attention and care.

Body Paragraph 3 – Suggestions To continue supporting animal shelters, I suggest that the school organise regular donation drives. Besides that, more students should be encouraged to volunteer. The school can also invite a representative from the shelter to give a talk to raise awareness about responsible pet care.

Conclusion In conclusion, the visit was a meaningful and eye-opening experience for all members. I recommend that the school continues to support animal welfare programmes in the future.

by SIR QAY

SERTAI TELEGRAM SEARCH @exercise_students

UNTUK TARGET/RAMALAN SPM !