

## WRITING A REPORT

Getting well prepared for the national exam

### A- Study the following paragraph writing example :

Our school citizenship club **organized** a seminar **about** dropping out of school in rural areas. **It took place in** the activities room of the school **on** April 25th, 2022.

**About** 100 **people including** students, teachers, parents, and political officials **attended this** seminar. **There were different activities during this event such as** presentations, mini-lectures, and workshops.

**To conclude, the event was** very informative and successful.

### B- Use the following information to complete the report :

➤ <b>Event</b>	<i>Seminar</i>
➤ <b>Organizer</b>	<i>School environment club</i>
➤ <b>Topic</b>	<i>The environmental problems in the city</i>
➤ <b>Date &amp; place</b>	<i>April 22<sup>nd</sup> - Activities room</i>
➤ <b>Activities</b>	<i>Presentations, workshops, discussion, certificate distribution,</i>
➤ <b>Attendance</b>	<i>70 people</i>
➤ <b>Participants</b>	<i>Students, teachers, parents, guests</i>
➤ <b>Opinion</b>	<i>The seminar was informative, and successful</i>

..... **organized** a seminar **about** ..... . **It took place in** ..... **on** .....

**About** ..... **people including** ..... **attended this** seminar. **There were different activities during this event such as** .....

**To conclude, the event was** .....

