

## **GUIDELINES: LONGER TRANSACTIONAL WRITING**

**SOURCE: ENGLISH HOME LANGUAGE PAPER 3 RESOURCE PACK/ KZN PROVINCIAL TEAM**

### **THE FORMAL AND INFORMAL REPORT**

A report is usually required on an important phenomenon or incident that requires some action, usually by a person or body of authority. The report, whether formal or informal, is always written factually and objectively. You should therefore **AVOID**

- using subjective language;
- making unsubstantiated claims; and
- using emotive language.

The Formal Report should be written in the third person. Be concise

The Informal Report may sometimes use the third person, depending on the topic and, usually talks about your personal involvement in something.

**Please turn over**

## THE FORMAL REPORT

### TASK

You have been nominated to prepare a report for the School Governing Body to determine the need for a school cafeteria that will serve hot meals and beverages to learners and members of staff of ABC Secondary. Write the final report that will be submitted to the Chairperson of the School Governing Body.

### SUBJECT OF REPORT:

Viability of Introducing a Yearbook for Learners of ABC Secondary

TO : The Principal, Staff and members of the School Governing Body.

PREPARED BY : Kevin Naidoo

DATE OF SUBMISSION : 23 April 2019

### BACKGROUND

- ABC Secondary has not had a yearbook in its 39 years of existence.
- Not all Grade 12 learners participate in the school prom and, with the exception of class photographs, many of the learners have very little photographic records of school days.
- A school magazine has not been printed for more than 25 years

### PURPOSE OF THIS REPORT

This report has been commissioned by the Principal of ABC Secondary and the purpose is to determine the viability of introducing the idea of an annual yearbook. The principal is of the view that this report should be completed by a Grade 12 learner as Grade 12 learners will be the focus group for the yearbook.

### SCOPE AND LIMITATIONS OF THE REPORT

The report needed to be completed in seven days and there was therefore not enough time to conduct a detailed survey on practical or financial ramifications of the project.

### DATA COLLECTION / SURVEY

- The RCL representative from each class was tasked to determine the number of children in each class who wanted a yearbook for 2019.
- The survey was conducted during school hours under the supervision of the class teacher.
- Learners were asked to raise their hands in response to the questions and the responses were recorded on a class list.

### RESULTS & CONCLUSIONS

- It was found that of the 186 learners in Grade 12 this year, 171 learners felt that a yearbook was an ideal way to capture the memories of Grade 12.
- However, only 58 learners were confident of securing sponsorship to cover the cost of the yearbook. Reasons given by the others include the testing economic climate of the country and the negative reports of the school in the local newspapers.
- The school management team and the School Governing Body need to address the issue of how to deal with the effects of the negative reports in the media.
- An attempt should be made to make the project a reality this year.

### RECOMMENDATION

The School Governing Body should subsidize 40% of the cost of the Yearbook.

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Kevin Naidoo

## THE INFORMAL REPORT

### REPORT ON: EYE WITNESS ACCOUNT OF A FIGHT BETWEEN TWO LEARNERS OUTSIDE THE SCHOOL GATE

TO: Mr P. Reddy – Deputy Principal

PREPARED BY: Nkosinathi Bhengu – Grade 12 G

DATE OF SUBMISSION: 2 February 2019

On Wednesday, 01 February 2019, my friends and I were walking out of the school gate at the western exit when we witnessed a scuffle between two learners from our school. Although we do not know the names of the learners involved, this report contains an account of what I had witnessed. The report thus refers to the “taller boy” and “shorter boy”.

As we were approaching the school gate, a boy (shorter boy) pushed past us and ran up the embankment. We realized that something was wrong when we saw a second boy also rush past us and follow the shorter boy.

The taller boy grabbed onto the other’s bag and there was some exchange of words but we were unable to hear what they were saying but it appeared to be an argument. The taller boy yanked the bag away and began to walk away. Just as he turned around, the shorter boy kicked the taller boy on the ankles. The taller boy reacted by punching the other boy on the jaw. By this time, the children on the embankment got involved and separated the two boys. Three of the prefects then escorted the two boys to the office.

It is unclear what the argument was about but it was the shorter boy who attacked first. Prefects should be posted at the school gates to monitor learners’ behaviour.

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Nkosinathi Bhengu

**CV & COVERING LETTER: [Ensure a neat and readable format for the CV.]**

| CURRICULUM VITAE OF PRIYEN NAIDOO |                                                                                                    |
|-----------------------------------|----------------------------------------------------------------------------------------------------|
| SURNAME                           | : Naidoo                                                                                           |
| FIRST NAMES                       | : Priyen                                                                                           |
| ID NUMBER                         | : 000206 5217 08 4                                                                                 |
| DATE OF BIRTH                     | : 06 Feb 2001                                                                                      |
| RESIDENTIAL ADDRESS               | : 34 Redham Road, Scottsville, Pietermaritzburg, 3201                                              |
| POSTAL ADDRESS                    | : P.O. Box 9321, Scottsville, 3200                                                                 |
| HEALTH                            | : Good                                                                                             |
| NATIONALITY                       | : South African                                                                                    |
| CURRENT SCHOOL                    | : ABC Secondary School                                                                             |
| SUBJECTS TAKEN                    | : English, Afrikaans, Mathematics, Physical Science,<br>Life Sciences, Geography, Life Orientation |
| HOBBIES                           | : Philately; Writing song lyrics                                                                   |
| LANGUAGES                         | : English, Afrikaans, IsiZulu                                                                      |
| (OPTIONAL HEADINGS)               |                                                                                                    |
| DRIVER'S LICENCE                  |                                                                                                    |
| DISABILITIES                      |                                                                                                    |
| OTHER SKILLS                      |                                                                                                    |
|                                   |                                                                                                    |
| CONTACT                           | Home: 039 - 979 1425                                                                               |
| DETAILS :                         | Mobile: 072 - 987 3434                                                                             |
|                                   | E-Mail : priyen@gmail.com                                                                          |
|                                   |                                                                                                    |
| REFERENCE :                       | Mr P Pather                                                                                        |
|                                   | Principal: ABC Secondary School                                                                    |
|                                   | Tel : 039 - 929 5331                                                                               |
|                                   | E-Mail : <a href="mailto:abcsec@gmail.com">abcsec@gmail.com</a>                                    |

- Your covering letter will be in the same format as your formal letter and should not duplicate information from the CV but include a brief (sincere) motivation of why you are the best candidate for the job.
- Insincerity and appeals for sympathy are always in bad taste

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