Kingdom of Bahrain
Al-Falah Private Schools
General Administration- Educational Supervision
English Department
Academic year ……

مملكة البحرين
مدارس الفلاح الخاصة
الإدارة العامة- الاشراف التربوي وضبط الجودة
قسم اللغة الانجليزية
العام الدراسي :.....

Worksheet No (5) Module11 Lesson 5

Name ……	**Title** : writing a short formal report	**Date** :
Semester… 2nd	**W S type** : Learning	**Class**: 2nd secondary
Learning Outcomes: 1- To be able to write a short formal report.		

Read the report page 115 then write a formal report about any festival you attended with recommendation to improve it next year. Try to stick to these paragraphs :

1- The introduction (name, place, date, number of people, weather …..)
2- Audience (people attending, ages , their ranking, their role in the festival,…….)
3- Performers in the festival (clowns , comedians, intertainers, kind of art, their nationalities ……)
4- Refreshments (food, drinks, service , things people complain about…..)
5- Conclusion (general comments on the festival)
6- Recommendations (how people can improve it next year)

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Task focus		Organisation		Language Accuracy		Appropriateness			Total
1.5		1.5		1.5		1.5			6