

## LESSON PLAN

Name of Instructor: Nyla Uzma Khizer

Title: FORMATTING OF INTRODUCTION SECTION OF ACADEMIC REPORT

Audience: Students of Intermediate Part 1

Level: **Beginner to Intermediate**

Total class time: **60 minutes**

### LEARNING OBJECTIVES:

Students will be able

1. To recognize the key differences of structure of essay and report writing
2. To know how to write salutation part of report in order
3. To understand the order of different parts of introduction section in report writing
4. To work on online resources for improving writing
5. To understand constructive feedback of teacher as important learning part

### a: Preparation

- Teacher will divide the class in pair and distribute copies of different text styles : Essay, Report, And Letter
- Teacher will discuss about the key differences in structures and format of essay , report and letter
- Teacher will use questioning strategy to focus on the parts of introduction section of essay and report
- Teacher will tell students how to use Google form with the help of multimedia presentation

### b: Presentation:

- Teacher will distribute 2 academic reports (Appendices) from the text book: **To The Point English Grammar & Composition** among the pair of students.
- The teacher will focus on practicing the writing of salutation part of report which includes addressee's name and his city name and who are you to write the report and fill the subject line appropriately on the left side of page. Teacher will write the

components of salutation part on white board. As the salutation part of report carries 2 marks, so teacher will focus the order of components as missing or disordering of any component can lose the marks.

- Salutation part must look like

|  |
|--|
| Addressee's Name<br>Address<br>City Name<br>From :<br><br>Subject: |
|--|

- Teacher will discuss how to write introduction of report this involves the background, purpose and scope of writing report. The introduction starts from general sentences to cover 1-3 points to focus reader's attention on the exact subject of the report, provide background information on the topic of the report, to write statement of purpose which will cover points 4-6.
- Teacher will tell students that introduction begins with general points and move to specific points. There is an art to write introduction general sentences so they should not be meaningless. All must carry relevant information regarding the subject of report.
- Introduction (written in paragraph form containing following components in order) could look like

|   |
|---|
| Major function (background) introduced  |
| Significance of topic/issue explained to engage reader's interest   |
| An expectation created in the mind of reader that they will read about many causes and reasons and their solutions as well. |
| Statement of purpose  |

### c. Practice

- Students will be asked to read reports again individually and teacher will refer to the questions asked in Preparation part above and elicit answers.
- One student from each pair is invited to write salutation part on the whiteboard for enhancing their knowledge about the arrangement of components of salutation part.
- Teacher will distribute a worksheet to practice writing concerning salutation part and introduction section of report.

## Follow-Up

Teacher will share following link on emails of students which they will click and after completing activity as teacher guide them to fill it in Preparation part above , they will share with teacher by hitting the share button on the top right of Google form.

[https://docs.google.com/forms/d/1Zy0O8cch8As\\_XXTcGPKvEmGNN3CKsPIId3O1\\_-VI\\_YA/edit](https://docs.google.com/forms/d/1Zy0O8cch8As_XXTcGPKvEmGNN3CKsPIId3O1_-VI_YA/edit)

## Assessment

Teacher will give constructive verbal feedback based on observation while written feedback on worksheet and online activity

## References

- Aftab Ahmed (2019) To The Point: English Grammar & Composition
- <http://www2.port.ac.uk/media/contacts-and-departments/student-support-services/ask/downloads/Reports-and-essays---key-differences.pdf>
- <https://www.slideshare.net/orangecanton/report-writing-introduction>
- <https://www.utas.edu.au/accounting-communication-matters/writing-an-essay-or-report/starting-to-write/introduction>

## APPENDIX

### REPORT ON LOADSHEDDING TO MANAGER OF WAPDA FROM A SOCIAL WORK (1)

The Manager

Water and Power Development Authority (Wapda)

Lahore.

From: A Social Worker

**Subject: Report on Load Shedding**

Sir,

### Introduction:

Being a social worker, I am greatly shocked to see the excessive power breakdown in the country. This has made everybody cheerless and unhappy. I have prepared a report on load shedding for the guidance of the public and the authorities. I submit the report as under:

Electric energy is of utmost importance for the survival of modern life. The prosperity of a country is directly linked with the supply of energy. Electricity is needed in every sector of modern life. The working of railways, hospitals, business centers are entirely dependent on electricity. Without electricity our farms and industry stop production.

### **Sources of electricity:**

We generate electricity from water, oil, coal and gas. The electricity generated by water is always cheap. But unfortunately, we have failed to build dams, which are the main source of storing water and generating electricity. Electricity generated by oil, gas and coal is very costly. We have failed to build Kala Bag Dam , which is considered the biggest source of generating electricity.

### **The demand of Electricity:**

The demand of electricity is increasing in the country due to the increasing demand for production. The expansion of industry entirely depends on electricity. The use of electricity increases in summer. The use of air conditioners is increasing every year.

The measures to save energy have badly failed. People use electricity as generously as possible. The entire nation suffers from indiscipline.

### **Suggestions**

- The following measures should be adopted to fight against energy crisis.
- The generation of electricity can be increased by setting up more power stations.
- We should build more dams to store water and generate electricity at cheap rates.
- Nuclear energy should be used as a major source of energy.
- Solar energy should be made popular.
- A campaign on electricity media should be started to save energy by all means.

**SIGNED BY**

**ABC**

## **REPORT ON BEGGARS AND BEGGING TO THE EDITOR FROM NEWS REPORTER (2)**

The Editor

Dawn

Lahore

From: News Reporter

**Subject: Beggars and Begging in the Main Bazar of City ABC**

Sir,

### **Introduction:**

I have been asked by you to submit a report on the beggars and begging in the kutchery bazaar of our city ABC. On the receipt of your orders, I visited the bazaar and found many type of beggars there. These beggars can be classified as under.

### **Professional Beggars:**

There are present a large number of professional beggars in the bazaar. They make sentimental cries and beg in the name of religion and morality. They recite the verses of the Holy Quran and sing religious songs.

They make heart rending appeals. Some of them are quite healthy but they pose to be sick. There are some others who have broken their arms or legs. They sit on carts pulled by some strong and healthy men. Some of them creep and crawl on the road. They are seen frequently in the bazaar. The passersby take pity on them and give them something in charity.

### **Child Beggars:**

The child beggars pester everyone. They belong to poor and down trodden families. They are quite young and tender. Whenever a car is parked, they rush to the owner of the car and beg some alms from him. They are very large in number. It is a pity that instead of going to some school, they are sent by their poor parents to beg.

**Genuine Beggars:**

There are only a few beggars who are genuine and non-professional. They are really needy and poor people. Some of them are widows and others are old, weak and disabled persons who cannot work.

**Suggestions:**

- It is suggested that begging should be prohibited by law.
- Disabled and weak beggars must be kept in charitable institutions. They must be given some light work like knitting, washing, cooking etc.
- Professional beggars must be arrested and set to some work.
- Real and needy beggars should be properly helped. Child beggars should be sent to school and government should look after them.

**SIGNED BY****XYZ**