

Grade 9 Life Orientation Worksheet

National day - report

As a class, decide on a national day to report about. Choose one that has been celebrated by your school in the recent past. Discuss the way in which the day was celebrated.

After your discussion, write your own report about the celebration. In your report, focus on the following points:

- What national day was celebrated?
- How did the school celebrate it?
- What did your class do as part of the celebration?
- What role did you play in the celebration?
- Do you think that the celebration was in keeping with the concept behind the national day? Is there anything you think could have been improved?

Use the format below to structure your report.

Title of report: _____ (a heading that summarises the main topic)
Date: _____ (the date on which the report is due)
To: _____ (the person who asked you to write a report)
From: _____ (your name)

Introductory paragraph

Explain what the report will be about.

Heading 1 (heading for the first main idea you have to write about)

Ideas, in point form, that explain Heading 1.

Heading 2 (heading for the next main idea you have to write about)

Ideas, in point form, that explain Heading 2.

Heading 3 (heading for the next main idea you have to write about)

Ideas, in point form, that explain Heading 3.

Heading 4 (heading for the next main idea you have to write about)

Ideas, in point form, that explain Heading 4.

Conclusion

Summary of what was said before, followed by concluding remarks.

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Your report will be assessed based on the checklist below.

Name:		Date:	
	Format	Yes	No
1	Does the report have the correct headings, as set out in the example?		
2	Is the report clearly set out?		
	Content		
3	Does the report address the issue described?		
4	Is there evidence of planning?		
5	Are the ideas related to the headings?		
6	Are there any potentially offensive comments?		
	Language		
7	Is punctuation correct?		
8	Is spelling accurate?		
9	Is grammar accurate?		
10	Is the language used appropriate for a report?		
Total marks			

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Suggested Solutions

Question number	Possible marks	Solutions
1	10	See checklist below.

Checklist for assessing report

Name:		Date:	
	Format	Yes	No
1	Does the report have the correct headings, as set out in the example?		
2	Is the report clearly set out?		
	Content		
3	Does the report address the issue described?		
4	Is there evidence of planning?		
5	Are the ideas related to the headings?		
6	Are there any potentially offensive comments?		
	Language		
7	Is punctuation correct?		
8	Is spelling accurate?		
9	Is grammar accurate?		
10	Is the language used appropriate for a report?		
Total marks			