

# Writing a Report

Matthew Williams • English Language • April 21, 2026

## Structure

- **Sender's Address** — your full postal address, top left
- **Date** — written in full below the sender's address
- **Recipient** — full name, title/position, institution, and address of the person receiving the report
- **Salutation** — Dear [Title] [Surname]: — use a colon in formal correspondence
- **Subject Line** — Re: [Brief description of the incident or event]
- **Introduction** — general overview: who, what, where, when, and briefly how
- **Body** — three focused paragraphs, each covering one distinct aspect of the incident
- **Conclusion** — outcome and any recommendations
- **Close** — Yours truly, signature, full name, title, institution, and contact

## Key Conventions

- Written in formal, objective **third person**
- Subject line concisely identifies the incident or event
- Introduction answers the **five Ws**: who, what, where, when, and how
- Body is divided into **three clearly focused aspects** — do not mix aspects within a paragraph
- Avoid emotional language; state facts only

### [Code: annotated-doc]

Sender's Address | The writer's full postal address, placed at the top left. Include street number, district or town, parish, and country. | [Street Address]\n[Town]\n[Parish]\n[Country] | break

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41 Grove Street
Boiston Town
St. Ann
Jamaica
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Date | The full date written below the sender's address. Spell out the month – do not abbreviate. | [Day Month Year] | break

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January 18, 2024
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Recipient | The recipient's full name, title or position, institution, and postal address.  
| [Full Name]\n[Title or Position]\n[Institution]\n[Address] | break

Mr. Fredrick Drayton  
The Principal  
Chilton Secondary School  
Hope Street, Sande Rio, St. Ann, Jamaica

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Salutation | A formal greeting using the recipient's title and surname. Use a colon – not a comma – in formal correspondence. | Dear [Title] [Surname]: | break

Dear Mr. Drayton:

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Subject Line | A specific reference line identifying the topic of the report. Begin with "Re:". | Re: [Clear description of the incident or event] | break

Re: Report on Fifth Form Field Trip Motor Vehicle Accident

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Introduction | Give a general overview of the incident. Answer who, what, where, when, and briefly how. Set up the aspects that follow. | Overview identifying who was involved, what happened, where and when it occurred, and how the report is organised. | break

On Friday, January 12, 2024, a motor vehicle accident occurred during the Fifth Form field trip to the Cranbrooke Sugar Estate in St. Ann. The class of twenty-eight students, accompanied by two teachers, was travelling along the Linstead main road when the school bus was struck from behind by a cargo truck. This report details the circumstances of the accident, the immediate medical response, and the findings of the subsequent investigation.

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Body – Circumstances | Describe the first main aspect. Be factual and specific: exact time, location, persons involved, and the sequence of events. | First aspect. Factual account of what occurred. Specific details – time, location, people involved, sequence of events. | break

The accident occurred at approximately 10:15 a.m. at the intersection of Linstead Main Road and Longville Avenue. The school bus, operated by driver Mr. Carl Bennett, had slowed to a stop at a red traffic light when a cargo truck travelling behind failed to brake in time and struck the rear of the bus. The impact caused moderate structural damage to the vehicle and resulted in several students being thrown forward in their seats.

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Body – Medical Response | Describe the second main aspect: the immediate response. Who was contacted, what actions were taken, and what were the outcomes. | Second aspect. Immediate response to the incident – who acted, what was done, and the outcome for those affected. | break

Emergency services were contacted immediately by the accompanying teacher, Mrs. Sandra Folkes. Three students sustained minor injuries – two with superficial lacerations and one with a suspected sprained wrist – and were transported to St. Ann's Bay Hospital for evaluation. The remaining students and staff were assessed at the scene by paramedics and found uninjured. All three students were treated and discharged by 3:00 p.m. the same day.

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Body – Investigation | Describe the third main aspect: the official investigation or follow-up. Include who was involved, the findings, and any action taken. | Third aspect. Official involvement, investigation findings, and any resulting action or outcome. | break

The police were notified and arrived within fifteen minutes. Officers from the St. Ann Traffic Division conducted a preliminary investigation, during which the truck driver admitted that his brakes had been malfunctioning. Formal statements were obtained from Mrs. Folkes, Mr. Bennett, and two student witnesses. The truck driver was subsequently cited and the vehicle impounded pending a mechanical inspection.

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Conclusion | Summarise the outcome and current status. Include any recommendations to prevent recurrence or improve future procedures. | Summary of outcome and current status. Specific, actionable recommendations. | break

The accident was managed swiftly and all students have since returned to school in good health. The school's emergency protocol was followed effectively throughout the incident. It is recommended that all future field trips include a pre-journey vehicle safety check and that supervising teachers receive updated briefings on emergency procedures.

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Close | Complimentary close, then signature, full name with title in brackets, position, institution, and contact information. | Yours truly, \n\n[Full Name (Title)]\n[Position]\n[Institution]\n[Contact Number]

Yours truly,

Anthony Reid (Mr.)  
Form Teacher – Fifth Form  
Chilton Secondary School  
876-452-3371