

# Report Writing HSC

Tips and tops

## What is a report?

A report is a document that presents the results of an investigation, project or initiative. It can also be an in-depth analysis of a particular issue or data set. The purpose of a report is to inform, educate and present options and recommendations for future action. Reports are an integral element of dozens of industries, including science, healthcare, criminal justice, business and academia. Reports typically consist of several key elements, including:

Detailed summaries of events or activities

Analysis of the impact of the event

Evaluations of the facts and data

Predictions for what may happen as a result of an event

Recommendation for next course of action

Conclusion

## **Things to remember:**

1. Make 3 Paragraphs; that includes an introduction, a overview and a body text.
2. Make it as short and concise as possible
3. Use passive sentences, as much as possible
4. Use third person for addressing
5. Your introduction should include the following assessments (where, what, when, how)
6. Your overview should include the following assessments (what was the major incident)
7. Your body text will elaborate and explain the senario with details

## **Massive Fire in Garment Factory**

**XYZ, The Daily Star, Rangamati Correspondent, Rangamati, 20 March 2014**

A fire burned down a garment factory in Rangamati at 12.00 pm yesterday. Witness said the fire broke out at 12.00 on the 2<sup>nd</sup> floor of five storied building. Very soon the fire spread and damaged the whole building.

The garment was full of workers at that time. Most of them escaped themselves with the emergency gate. But some workers could not get out. As a result some workers were seriously injured.

Factory owner said that it caused a lose of over 5 cror. The fire damaged a lot of equipment, furniture and cloth. The owner said some rivals are engaged in the incident.

Sources said fire fighters rushed to the spot and controlled the fire after a long time efforts. The firefighters think that the fire originated from short circuit but they are not fully sure.

When contacted with officer in charge of Rangamati Sadar Police station, he said a case was filed and they are trying to find out the reason of the fire. Senior officials form the police and administration visited the spot in the evening.

## **Rohingya Crisis in Bangladesh**

### **ABC, Staff Reporter, Daily Observer, Coxes Bazar Correspondent:**

Rohingya in Bangladesh refer to the refugees from Myanmar living in Bangladesh. An estimated 8,50,000 to 9,50,000 Rohingya people have fled to Bangladesh since 25 August 2017, to avoid ethnic and religious cleansing or persecution by Myanmar's security forces. There are more 300,000 Rohingyas living in Bangladesh who fled in earlier violence from the Burmese government over the last three decades.

Officially, Myanmar's government does not recognize the Rohingya as lawful citizens. The government claims they were brought to Rakhine from Bangladesh during the time when Myanmar was a British colony, and the government says they are living in Myanmar illegally.

The refugees who are living in Bangladesh are suffering from many humanitarian problems. They suffer from food, shelter, water and sanitation problems. Women and children are the worst sufferers. They have no scope to take a bath. For this, they are becoming sick and getting affected by diseases. Now The Government of Bangladesh (GOB) is working closely with IOM and other agencies to establish a new 2,000 acre site. As of now, this site is undeveloped and has no available services or capacity. Site planners and engineers are working on access roads and layout of this large site to allow provision of services. Until then, services and assistance are still required in the spontaneous and makeshift settlements and affected host community villages throughout Cox's bazar.