



INDIAN SCHOOL MUSCAT



MIDDLE SECTION

SUBJECT: ENGLISH

TOPIC: REPORT COMPLETION

Class VII ___ Name: _____ Roll No: ___ Date: ___/11/18 Worksheet No: 11

Points to remember

- Report Completion is a short writing skill.
- Use all information given to fill in the gaps to complete the report.
- Take care that your sentences are grammatically correct.

1. A newspaper reporter took notes on the incident of a snake bite. Below you can see his notes. Use the information to complete the report he wrote for his newspaper. Do not add new information.

Ladowala – 12 Km. from Ambala
 Death by snake bite
 Balbir Singh, a farmer, working in the field,
 Bitten by a big snake.
 Not taken to hospital, snake – charmer called in – tried to
 cure by ‘mantraas’
 Balbir Singh blinded by poison,
 Died a painful death.

Ambala: April 27. A tragic incident of death by snake bite took place in the village of Lodowala, 12 Km from here. A farmer named Balbir Singh _____

Instead of _____

The villagers called in a snake-charmer. The snake-charmer _____

_____. Balbir Singh _____

_____. It was indeed _____

2. You are a newspaper reporter.

Use the notes given below to write a newspaper report on a tragic road accident.

Mumbai,

26th September 2018,

Mahatma Gandhi Road, speeding truck hit _ white Maruti ___ school girl _ crossing _
10 years _ was hit collision ___ severe head injuries _ died on the spot ___ driver of
Maruti car ___ severely injured ___ hospitalized ___ condition critical ___ truck driver ran
away ___ caught by the public ___ handed over to the police ___ had no proper licence.

Mumbai, 27th September, 2018

A tragic accident _____

when _____

A ten year old school girl _____

The Maruti car driver _____

The truck driver _____