WRITING ASSESSMENT TASK:

**Task procedure:** *(Instructions for students)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Sheet**  The organiser of a school camp has gathered information about the numbers of **students participating in activities** on a recent camp. This information needs to be provided in report for the principal and other teachers at the school.  **Your job is to write up the report based on the results of the survey and make recommendations about activities provided on future school camps.**  You may use any notes you have made to help you write the report. The report format should be a formal piece of writing, using paragraphs. This framework may help you to organise and write your report: | | | |
|  | **Title:** |  |  |
|  | **Orientation: purpose of the survey, who was surveyed, sections of the report.** |  |  |
|  | **Present findings:** |  |  |
|  | **Conclusion and recommendations:** |  |  |