✍️ WRITING · الكتابة · LESSON 02

Reporting on a Project

تقرير عن مشروع

Report on a project / action plan

2nd Bac
السنة الثانية باكالوريا

TEACHME AMINE

💡 تقرير عن مشروع: الهدف ← المشاركون ← المراحل بالماضي ← النتائج ← التوصيات.

🎯 **Write a report (130–150 words) on a project your youth club organised.**

THE PLAN تصميم النص

1. **Title and introduction (aim)**
2. **Actions: what was done**
3. **Results: numbers and outcomes**
4. **Recommendations**

THE WRITING PROCESS · مراحل الكتابة

1 Think أفكّر	2 Plan أخطّط	3 Write أكتب	4 Check أراجع	5 Share أشارك

USEFUL LANGUAGE · عبارات مفيدة

- The aim of this report is to…
- This report presents…
- First, we… Then, we…
- Volunteers also…
- Over … people took part.
- As a result,…
- We recommend + -ing
- It would be a good idea to…

MODEL TEXT نص نموذجي



Report: The Summer Reading Project. The aim of this report is to present the reading project organised by our youth club in July.

Actions: First, we collected 600 books from families and libraries. Then, we opened a reading corner in the neighbourhood centre three afternoons a week. Volunteers also read stories to younger children.

Results: Over 120 children took part, and 45 of them borrowed at least five books. Parents said their children read more at home.

Recommendations: We recommend extending the project to the school year and buying more books in English and Amazigh.

ANALYSE THE MODEL حلّل النموذج

1. What is the aim of the report?
2. How is the report organised?
3. Find two numbers that show results.
4. Which verb introduces a recommendation?

CHECKLIST لائحة المراجعة

- [ ] I answered the task. · أجبت عن الموضوع.
- [ ] I followed the plan. · احترمت التصميم.
- [ ] I used linking words. · استعملت أدوات الربط.
- [ ] I checked capitals, punctuation and spelling. · راجعت الحروف الكبيرة والترقيم والإملاء.
- [ ] I checked verbs and tenses. · راجعت الأفعال والأزمنة.

ANSWER KEY الأجوبة

Analyse the model

1. To present the summer reading project.
2. Title/introduction, actions, results, recommendations (headings).
3. 120 children took part; 45 borrowed at least five books.
4. We recommend + -ing.

SELF-CHECK · أقيّم نفسي

★ I understand · أفهم | ★★ I can practise · أطبّق | ★★★ I can use it · أستعمل

MY NOTES · ملاحظاتي