**Writing a report is easy. Please check the question ( *the situation you have*) and example (*how to write a report*)below :**

**Situation**

Gilang Pramana, the successful businessman in Indonesia will visit your some schools in your area to promote the vocational school students how to be a successful entrepreneur.

He is scheduled to visit your school .

The school’s principal has asked you to carry out a survey amongst students and then write a report. He wants suggestions on:

-Things to do with Mr.Pramana

- Students’ performances to welcome him

**This is the example of the report**

**Gilang Pramana ‘s visit to SMK Prima Berkarya**

**Introduction**

The objective of this report is to make recommendation for proper activity to Gilang Pramana when he visits our school and to recommend a traditional dance or music to welcome him. We did a survey of 50 students.

**Things to do with Mr.Gilang Pramana**

Most of the students ( 84%) believed that the best way for our students to have contact with the businessman was to organise an interview with Mr.Pramana in the meeting room or in the school yard. He could be on the stage accompanied by the principal and the students might ask him questions about the story of his success for 40 minutes.

**A suitable Welcome Dance**

More than half of the students thought that 2 performances in a form of dance and music will be the good thing to welcome him.

**Recommendation**

I would recommend that we organise an interview with Gilang Pramana in the meeting room or in the school yard. All Students would like to meet him and students from each class could ask Mr.Pramana a question. We could possibly perform the dance when he arrives and do the music performance at the end of the interview session.

WRITING A REPORT

To recap the whole thing, make a good recommendation

The objective of your report should be mentioned here.

Devide your report into clear paragraphs with sub heading

Write a title to inform what the report is about

Some  topics that might be intersting  for  you to make a report :

* Small business to make during the Covid-19
* Future plans to have a study tour
* Students’ plans after graduate from vocational school
* Air pollution
* Plastic Pollution
* Student learning preference
* Type of homeworks the students love to have

Think about other topics . Give your students freedom to choose things they like to do!  
Never underestimate your student. They will do a great job as long as you give the right instruction  and good introduction on how to  make it possible .  
Happy teaching  my friends !