

WRITING: A Report about an Event

Dropping out from School: Causes and Solutions

November 20th

Marrakesh City Hall



WRITING: A Report about an Event

Organiser	Local education authorities
Topic	Dropping out of school: causes & solutions
Date	November 20th
Place	City hall
Participants	Educators, parents, politicians
Attendance	200 people
Main activities	Mini-lectures, workshops
Ideas discussed	Causes: poverty, family problems, drugs. Recommendations: supporting poor families, sensitizing parents and children about the importance of school.
Feedback	Seminar: fruitful, successful Participants: satisfied

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Complete the report about the event with information from the chart.

On November 20th, local education authorities organized a seminar under the topic of _____ in _____ . Two hundred _____ , _____ and _____ attended the seminar. The event featured two main activities: _____ and _____ . Participants discussed _____ and _____ . The seminar was _____ and _____ . Participants were _____ .

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Use the information in the chart. Write a report about the seminar.

Title: event name

Introduction: event + organizer + date + place

Body: participants + attendance + activities + discussed ideas

Conclusion: feedback about event & participants