

INCIDENT REPORT

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1. An incident Report is written on something that has just happened there and then

2. It has no subtitles. It has only the main title written in capital letters.

3. It is written in paragraph form.

The first paragraph is an introduction stating where the incident took place from, what happened in that place and when it happened. Include the time, day, date, month and year.

4. For example:

It was yesterday 23rd October, 2025:at break time that a fight occurred in our senior three class here at Wakanda Academy. The fight was between Moses and James who are actually our classmates.

5. The second paragraph should talk about the cause of the fight.

Example:

What actually caused the fight was that James accused Moses of stealing his

money which amounted to twenty thousand shillings. This money had been kept in James' school bag. One of the girls in our class caught Moses red-handed when he was rummaging through the bag of James. She even saw Moses picking out a twenty thousand note and pocketing it. She then informed James about it.

6. The next paragraph should mention what happened next as a result of this accusation

Example:

James became enraged. He sprang to his toes and rushed to where Moses was just like a horse! James shouted at Moses labeling him a thief! A robber!! Moses coiled and got chilled to the bone marrow. He stood up and was preparing to run away when James seized him like a light piece of paper. He collected him by the legs, lifted him shoulder high and threw him down with a thud!! Moses injured his head on one of the tables.

7. The next paragraph talks about the effects of this fight.

Example:

The class members took sides. Others supported James and were delighted that he had taught Moses a lesson. They said they wanted the habit of theft to be completely curbed. There were a few who sympathised with Moses. They said he should not have been beaten to the extent of injuring him on the head. There was a lot of noise during this altercation and the situation become uncontrollable as each side shouted at the other. The noise even disrupted the entire school

8. In the last paragraph, you are supposed to suggest solutions to such an eventuality. Example:

I wish to propose that students should be discouraged from keeping large amounts of money in their school bags. All monies should always be kept with the school bursar.

Secondly students should be advised to desist from fighting at school. This is because they might cause permanent injuries to each other.

9. Report compiled by,

10. Sign on left

11. Write your names