

## Functional Skills English | Level 2 Eyewitness Account Templated/Structured Writing Frame

### Information

- You recently witnessed an accident at your organisation
- You have been asked to write a report of what happened before for the accident report book.

### Writing Task

Write a witness statement of the accident you saw.

In your statement you should

- Say where and when the accident happened
- Describe what happened before, during and after the accident
- Explain how similar accidents could be avoided in the future

**You aim to write about 250 – 300 words.**

(21 marks)

## Response

Your Name

Date of Incident

Introductory Paragraph:

- Where the incident happened
- When the incident happened

Describe what happened:

- Before the incident
- During the incident
- After the incident

Explain how similar incidents could be avoided in future

