

Functional Skills English | Level 1 Accident Report in a Salon | Templated/Structured Writing Frame

Information

- You recently witnessed a customer having a slight accident in the salon where you work
- You have been asked to complete an accident report of what happened.

Writing Task

Write a report of the accident you saw.

In your statement you should

- Say where and when the accident happened
- Describe what caused the accident and how it happened
- Explain how similar accidents could be avoided in the future

You should aim to write about 200 – 250 words

(21 marks)

Response

Your Name

Date of Incident

Introductory Paragraph:

- Where the incident happened
- When the incident happened

Describe:

- What caused the accident
- How it happened

Explain how similar incidents could be avoided in future

