How to Write an Activity Report

A1 · Writing · WORKSHEET

Name: _____ Date: _____

1. Plan your report.

Write short notes under each category.

1. Weekday activities

2. Weekend activities

3. One frequency word + activity

4. One exact time

2. Choose the best heading.

Choose where each sentence belongs.

1. I go to class from Monday to Friday.
   Choices: Weekdays / Weekend / Favorite food

   Answer: _____

2. On Sunday, I usually rest at home.
   Choices: Weekend / Weekdays / Technology

   Answer: _____

3. I play soccer and listen to music.
   Choices: Free Time / Work Hours / Breakfast

   Answer: _____

3. Write your activity report.

Use 2-3 headings and numbered points. Write about 70-100 words total.

3. Write your activity report. (continued)

1. Final report