

Eyewitness account: format and a marked example

Typed version of the handwritten class notes (16 September 2021) for O Level English Language 1123, directed writing. The original handwritten pages, with the teacher's marking in red, are on the same page of megalecture.com.

Format

1. **To:** write the name of the receiver, for example "The Police".
2. **From:** the sender.
3. **Subject:** mention your main motive for writing.
 1. Start with facts. Revise what happened earlier and how you were a part of it. Give a personal point of view, but no opinion. Be punctual and to the point.
 2. If the question asks you to describe the event, now is the time to give details more explicitly. Start from the beginning, and go till the end. Remember, the details must be precise. Unnecessary stuff should be avoided.
 3. Describe the end of the event. Either you were injured, or saw the suspect injuring others. Every detail **matters**.
 4. Write that you hope these evidences are enough.

Reported by: (name)

Signature

Date

Example question

Yesterday, you were at the FX Bank, near Dhanmondi. The bank had been robbed, and the perpetrators have not been caught yet. You were one of the hostages present every time in the scenario. You have been requested by the D.A. to write an eyewitness account.

Write an account. You are to include the following:

- When and where the incident took place.
- Full description of the event.
- How much damage did the robbers do.

(2009) Start with "To: The Police."

33 marks: 12 for format, 5 for flawless grammar, 13 for content.

Model answer, as marked

The teacher's comments from the margin are shown in brackets.



To: The Police.
From: Dan Brown, House #20, Road #32, L.A., U.S.A.
Subject: A statement on a burglary that occurred at FX Bank. **[Correct format]**

Yesterday, 19th March 2021, around 8:05 pm, I was at the FX Bank, to get a loan. **[Proper start]** At 8:10 pm to be exact, the calmness of the place was disrupted when two robbers had crashed in the bank, pointing guns at everybody. **[Average]**

The next thing I witnessed about the robbers was their stature. **[Good]** One of them was a man of 5'3", muscular, and wore a ski-mask. The second man had the same height and reach, but had a Francoist tattoo. The first burglar had cracked the safe, and the second burglar packed the duffle bags. The alarms had somehow started ringing, which was probably due to a malfunction. The response police had come a long after the robbers escaped.

For further details, I will be describing the attackers in detail. The first robber had a limp, his height was 5'3". The second robber was 5'8", had a ski-mask on, and had a scar running down his humerus.

I hope the above details will aid you on the case.

Reported by: Samin Kamrul
Signature
Date: 19th March, 2021 **[Over 300 words]**

Marking

Criterion	Mark
All 3 tasks fulfilled (yes)	10 / 13
Grammar	5 / 5
Format	13 / 13
Exceeding the word limit	-2
Total	26 / 33 (78%)

Checked by Mega Lecture

This typed version follows the handwritten notes word for word, including the model answer as the student wrote it.
Spelling corrected: receiver, burglary, burglar, calmness. Spotted a mistake? Tell us on WhatsApp: +92 336 780 1123.