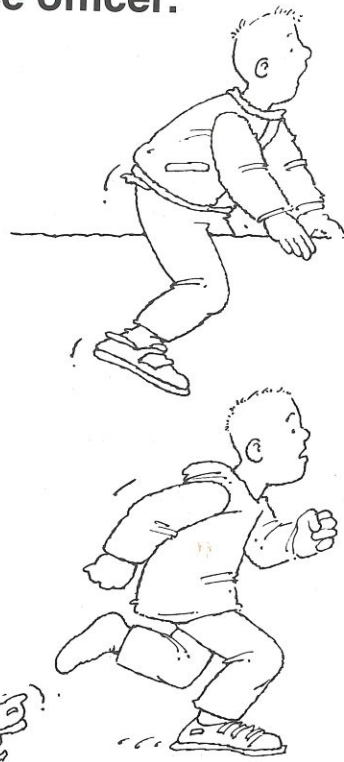


# From notes to a paragraph

Read these notes, which were made by a police officer.



Mr Barker – woken up –  
6.30am – noises – dining room.  
Got up – opened door – saw  
two men – carrying video – one  
saw him – dropped video – ran  
into garden – over wall – into  
next garden. Mr Barker chased  
him – thief lost trainer – man  
too fast – Mr Barker went  
home – phoned police –  
checked for missing things –  
police arrived 7.30am.



Write the notes as a report.

## POLICE REPORT

Name of officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Events: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



- Write notes from a notice which lists your school rules.
- Write a report on the rules for a new pupil coming to the school.

**Teachers' note** Discuss abbreviations used in note-taking and what these mean. This can link with derivation at word level. Make a list of these abbreviations and display them in the class for instant use. Concentrate on how the children can link the notes to make a flowing and coherent narrative for a reader who does not know the background.