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HSSC-I
English

Report Writing

Writing Skills

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REPORT WRITING (PATTERN)

Date:

To: The
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From:
.....
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Subject:

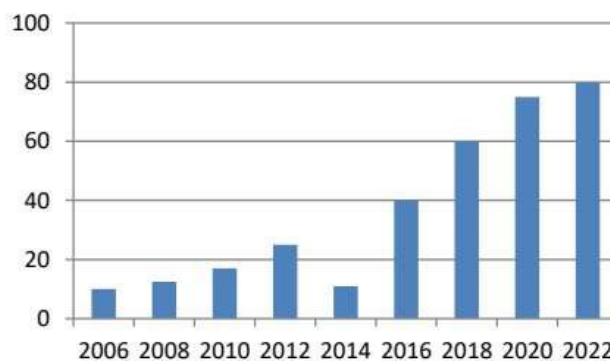
Introduction:

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Report:

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..... (Title)



Conclusion:

Suggestions and Recommendations:

i. _____

ii. _____

iii. _____

Signature:

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(ii) Report about the Increasing Harassment of Women in Pakistan:

Date: March 8, 2026

To: The Director,
The Punjab Women Protection Authority,
City A.B.C.

From: The Assistant Director,
The Punjab Women Protection Authority,
City A.B.C.

Subject: Report about the Increasing Harassment of Women in Pakistan

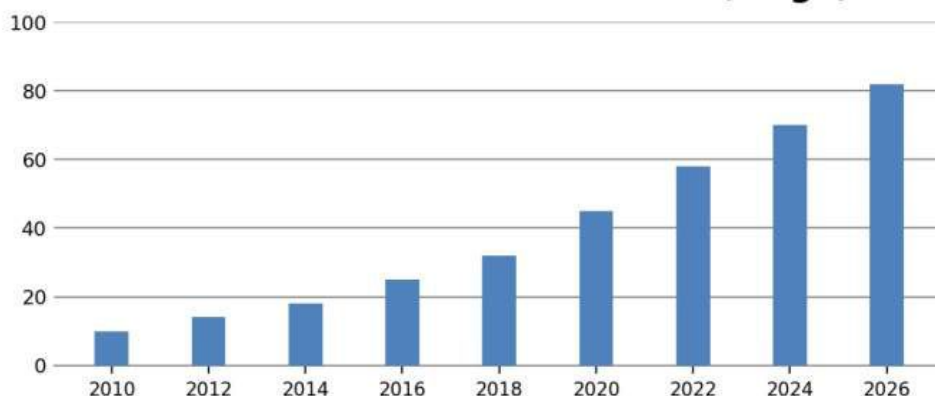
Introduction:

I am Assistant Director of the Punjab Women Protection Authority, City A.B.C. After receiving complaints on the citizen portal and the helpline about rising incidents of harassment against women, I have been given the task of investigating the reasons behind this growing problem. After my surprise visits to public places, offices and educational institutions and investigating from different women, shopkeepers and officials, I am writing my report to highlight different aspects related to the increasing harassment of women.

Report:

During my surprise visits, I came to know that women are facing harassment on a daily basis at workplaces, in public transport and in streets as well as on social media. I visited bus stops, Metro Bus stations, Anarkali Bazaar, a girls' college, a public university, a garments factory, Sunday Bazaar, a shopping mall, a hospital and several private offices. Many women told me that they hesitate to report such incidents due to fear of social stigma, family pressure and threats. There are many causes due to which there is an increase in harassment. Firstly, the culture of victim-blaming and silence encourages the harassers, and the victims are often held responsible for what happened to them. Secondly, the harassers are not afraid of the law as the process of registering a case and getting justice is slow and complicated, and very few culprits are punished. Thirdly, lack of proper lighting, CCTV cameras and safe transport, along with the misuse of social media and mobile phones for blackmailing and cyber harassment, has made public spaces unsafe for women. All these factors along with unemployment, illiteracy and lack of awareness about the women protection laws are making the life of working women and students miserable and stressful. The rate of increase in harassment can be seen through this graph:

Increase in Harassment Cases (%age)



Conclusion:

It is concluded that harassment of women has become a serious social issue which is badly affecting their education, jobs, mental health and freedom of movement. Weak implementation of laws, fear of stigma and lack of safe public spaces are the main hindrances in controlling it. If strict action is not taken on time, more women will be forced to leave their jobs and studies, which will harm the progress of the whole society.

Suggestions:

To address this problem seriously, the government has to take steps so that women can work, study and travel with dignity and free of fear. I want to put forward the following suggestions to control harassment:

- i. The government should ensure quick registration of complaints and speedy trials so that the culprits are punished and others learn a lesson.
- ii. The government should establish women complaint cells and helplines in every district and keep the identity of the complainants strictly confidential.
- iii. The government should install CCTV cameras and proper lighting at bus stops, markets and public places and provide safe pink transport for women.
- iv. The government should strengthen the hands of the cyber crime wing to take strict actions against those who are involved in online harassment and blackmailing.
- v. The government should launch awareness campaigns in schools, colleges, offices and media about women rights and the anti-harassment laws.

Signature: A.B.C,
The Assistant Director

(iii) Report about the Condition of the Science Laboratory in the College:

Date: March 8, 2026

To: The Director,
The Higher Education Department,
City A.B.C.

From: The Assistant Director (Colleges),
The Higher Education Department,
City A.B.C.

Subject: Report about the Condition of the Science Laboratory in the College

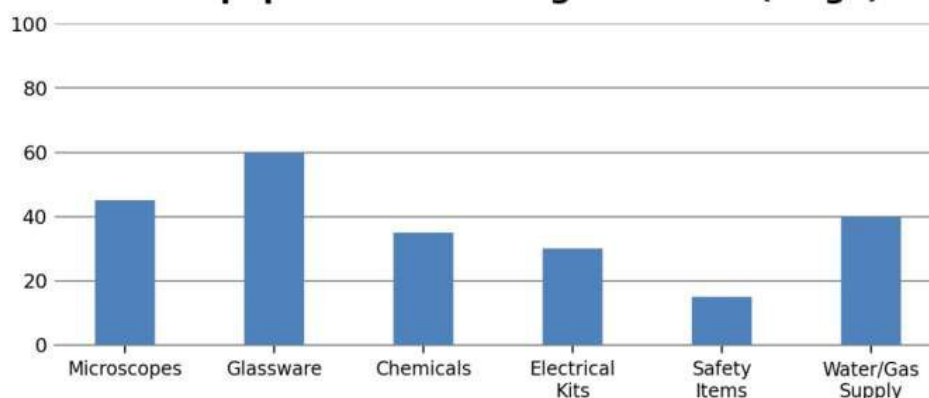
Introduction:

I am Assistant Director (Colleges) of the Higher Education Department, City A.B.C. After receiving complaints from students and parents about the poor condition of the science laboratory in Government College A.B.C., I have been given the task of inspecting the laboratory and investigating the reasons behind its condition. After my surprise visit to the college and investigating from the science teachers, lab attendants and students, I am writing my report to highlight different aspects related to the condition of the science laboratory.

Report:

During my surprise visit, I came to know that the science laboratory is in a very poor condition and students are not getting proper practical training. I visited the Physics lab, Chemistry lab, Biology lab, the store room, the lab attendants' office and the college library. Most of the microscopes and electrical kits were found broken or out of order, and many chemicals were expired and stored without proper labels. There are many causes due to which the condition of the laboratory has become so bad. Firstly, the funds allocated for the purchase and maintenance of lab equipment are insufficient and are not released on time. Secondly, there is no regular check and balance by the officials, and the lab equipment is not repaired or replaced for years. Thirdly, there is a shortage of trained lab attendants and no proper safety arrangements such as fire extinguishers, first aid boxes and ventilation, which puts the lives of the students at risk. Due to overcrowded classes, one experiment is often performed by the teacher while more than fifty students just watch it. All these factors along with poor cleanliness and lack of water and gas supply are making the practical learning of science students ineffective and disappointing. The condition of different items of the laboratory can be seen through this graph:

Lab Equipment in Working Condition (%age)



Conclusion:

It is concluded that the science laboratory of the college is not fulfilling the basic needs of the students. Shortage of funds, damaged equipment, lack of safety measures and negligence of the authorities are the main hindrances in providing quality practical education. If proper steps are not taken on time, the students will remain weak in science subjects and will not be able to compete in higher education and professional fields.

Suggestions:

To address this problem seriously, the government has to take steps so that students can perform practical work in a safe and well-equipped environment. I want to put forward the following suggestions to improve the condition of the laboratory:

- i. The government should release sufficient funds on time for the purchase, repair and maintenance of lab equipment and chemicals.
- ii. The government should provide necessary safety items such as fire extinguishers, first aid boxes, safety goggles, gloves and proper ventilation in every laboratory.
- iii. The government should appoint trained lab attendants and lab assistants and arrange regular training workshops for the science teachers.
- iv. The government should strengthen the hands of the inspection team to visit the college laboratories regularly and take strict actions against those who are involved in negligence or misuse of funds.
- v. The college administration should divide large classes into small groups so that every student can perform the experiments personally.

Signature: A.B.C,
The Assistant Director (Colleges)