

Writing Progress Check

Task

There was an incident at the mall. Lisa Brent, a customer, was in the food court. She slipped on a wet floor. Read the conversation between Raja and Paul to find out what happened.

Raja:	Hi.
Paul:	Hi. What's up?
Raja:	A customer just had an accident.
Paul:	Oh? That's terrible! Where? Were you there?
Raja:	Yeah. In the food court. It happened right in front of me.
Paul:	On your break, right? Must have happened just a little while ago... 12:30, or so?
Raja:	Exactly at 12:30. I looked at my watch.
Paul:	Did the customer fall?
Raja:	Yes. Someone had spilled some water on the floor. I don't know why people don't do the responsible thing and report such incidents.
Paul:	People are just too busy, I guess. Was the customer hurt?
Raja:	Pretty bad, I think. Maybe a broken bone. She tried to be brave about it, but I could tell she was in real bad pain. I called for an ambulance right away.
Paul:	Wow!
Raja:	Yeah, she was in pretty bad shape. Poor thing! Don, the guy who works at the delivery dock, was also there. He called for the cleaners right away.
Paul:	Oh, good. All mopped up then?
Raja:	The cleaner was there in a couple of minutes. Anyway, I had better get going. I need to write up the incident report. See you later.
Paul:	Bye. Oh, I almost forgot. Sima was looking for you. She said it was urgent.
Raja:	I will stop by her office. Thanks.
Paul:	Sure.

Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

Help Raja fill in an incident report. Use the information from the instructions of this task and the conversation between Raja and Paul to write a one-paragraph description of what happened. Include factual statements in the past tense to describe the incident. Make sure you include an introduction, a description of what happened, and a conclusion. Use the space below.