

Report

Directions: Write a report using the information below. Organize these notes into a written report. To help you organize your report, rearrange the notes into the boxes at the bottom of the page before you start to write your first draft. In your report, be sure to include all information in the notes.

You researched a fund-raising outing to a Yankee game for your class by attending a presentation made by a stadium representative who outlined group rates for schools and other organizations. The notes you took are listed below. Rewrite the notes into a report which will be presented to the class advisors.

1. Vincent DeBell – a stadium representative
2. Complimentary baseball bat
3. Outing generates class spirit and makes money
4. Class derives many benefits
5. Departure time 1 p.m.
6. Fun for all guaranteed
7. Profits reduce high cost of prom
8. Stadium offers package deal - \$20.00 per ticket
9. Box lunch served on bus
10. In time for batting practice
11. One sandwich, one apple, one soda, one bag chips
12. Necessary information about outing supplied
13. Yankee game 4 p.m. May 15
14. Admission to ball park included in price
15. Class gets \$ 5.00 per ticket
16. Stadium makes all arrangements
17. Two hundred tickets must be sold

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