

ENGLISH



REPORT WRITING

A Report is a written composition or, in other words, we can say it is a prepared talk about a particular subject. It is a vivid expression of a personal experience on account of something heard, seen, done, studied etc. meant to be published or broadcasted. The most common example is the news reports we read in the newspapers, every day. Reports can be of many types, such as:

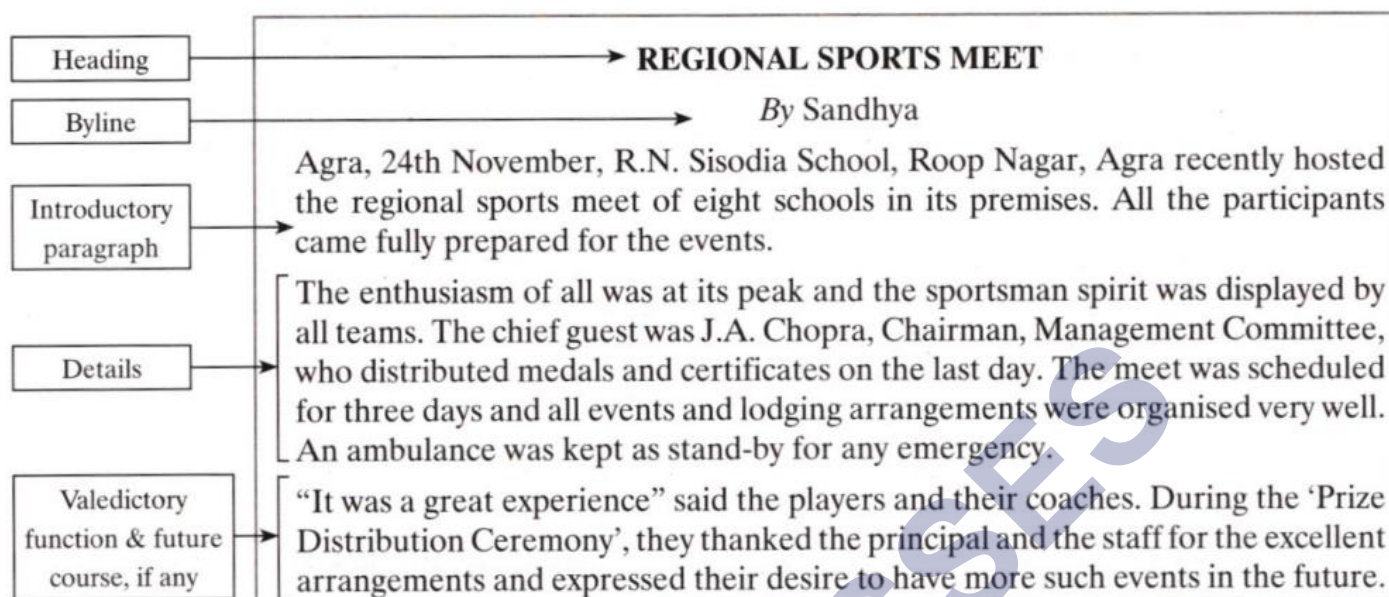
1. A newspaper report
2. A report about an event or function at school/institute/ organisation
3. A report about an accident/happening that you have witnessed
4. A report about an enquiry or survey

While Writing a Report

- be factual and do not add any information on your own that may seem fictitious.
- write in indirect speech and preferably in passive voice.
- write in third person form and avoid using pronouns like I, me or you.
- avoid imposing your personal opinions and do not make any conclusions.
- answer the questions to 'when', 'where', 'why', 'what', 'who' and 'how'.

Format of a Report

1. Headline
2. Byline (Name of the reporter)
3. Opening paragraph (Introductory Paragraph)
4. Details (Next two paragraphs)
5. Conclusive statement or Valedictory function & future course, if any



Sample

- The Principal of your school retired after rendering 35 years of meritorious service. A grand function was held to give him a hearty send-off. Write a report in 150-200 words for publication in your school magazine describing the celebrations. You are Sudha of XI A.

Ans.

A Grand Farewell

(by Sudha, XI A)

Our esteemed Principal Sh. R.R. Gupta retired on 30th September this year after rendering 35 years of meritorious service. On the day of his retirement a grand function was held to give him a hearty send-off. Students and teachers organised a cultural show. Songs and poems dealing with his qualities were recited. Our Vice Principal delivered a thought-provoking speech. He praised the outgoing principal for his contribution to education and sports. Students garlanded the principal and escorted him to his car. Some of them became emotional. They began to weep. We bade him farewell with tears in our eyes.

- Your school has recently opened a computer wing. The facility of computer training and access to Internet connections has been made available to students. As Rakesh/Rashmi of XI B, write a report on the new computer wing in 150-200 words for your school magazine.

Ans.

NEW COMPUTER WING

(by Rashmi, XI B)

The new computer wing of our school on 25th April constructed at a cost of two crore rupees was inaugurated by the Director of Education, yesterday. This wing with five halls on first floor has twenty computers with access to internet connections. The ground floor has facility of computer training for the beginners. It has nine rooms with five computers in each room. Our school authorities have now fulfilled a long felt need of the students. Computer training facilities will arouse and sustain the interest of the students in IT industry and new technology

- You were a member of your school cultural club which participated in the zonal inter school music and dance competition and won the trophy. Write a report in 150-200 words for your school magazine describing the items presented, preparation, costumes, music, performance and efforts of the participants and teachers. You are Neha/Navin of XI D.

Ans.

CULTURAL CLUB BAGS TROPHY

[by Navin, XI D]

The cultural club of our school added another feather to its cap when it won the trophy in inter-school music and dance competition held at Sophia School, Meerut. Our school team participated in solo as well as group items of music and dance. Kathak dance by Mohini, ghazal by Renu, folk song by Urvashi and group song were highly acclaimed. We were rated second in group dance, bhajan and geet. We won the trophy for our overall best performance. The students and teachers had worked hard for a month. They hired costumes and rehearsed three to four hours a day for each item. In spite of initial nervousness, the performance on stage was splendid.

- The Environment Club of your school organised a campaign to celebrate cracker-free Diwali. Posters, placards and banners were prepared. Then a long march was organised. Write a report in 150-200 words for publication in your school magazine about the campaign describing the efforts put in by staff and students to make the campaign successful. You are Mohini/Mayur of XI C.

Ans.

TO CAMPAIGN AGAINST CRACKERS

[by Mayur, XI C]

Environment club is fairly active in our school. It organised a campaign to celebrate cracker-free Diwali. Posters, placards and banners were prepared. Posters were displayed at prominent places. Then a long march was organised. Teachers and students assembled at 9.00 a.m. All the students were in their school uniform. They carried banners and placards in their hands. They stopped near the posters and notices displayed along the road. The aim was to create awareness among the public in general and the young children in particular. Crackers create sound pollution. Being expensive, they are a wasteful luxury. The money ends in smoke and fire. Moreover, child labour is involved in cracker industry. Thus exploding crackers indirectly leads to exploitation of child labour. The response of the general public was good.