

# WHAT IS A REPORT?

CLEAR AND CONCISE DOCUMENT

(200 WORDS)



PURPOSE



REPORT IS WRITTEN FOR:

EVENT

INCIDENT



## POINTS TO REMEMBER WHILE WRITING REPORT

➤ WRITTEN IN PAST TENSE

➤ DON'T USE FIRST PERSON

I, Me <sup>X</sup> Third person ✓  
(POINT OF VIEW)

➤ USE INDIRECT SPEECH

➤ USE PASSIVE VOICE

# HEADING

Place

Reported By/By : Name (Designation)

Date

Body

## ✓ Introduction

1st Line : What? → Who? → When? → Where? ←

2nd Line: Why? ←

3rd Line: Volunteer's participation

## ✓ Main Content

How the event started and what were the highlights of the event. ←

## ✓ Conclusion

Summarize the end of the event with a positive note

Red Cross Society organized a blood donation camp in TCS, Gandhinagar for its employees.

Write a report in about 200 words covering the event as a Reporter of Times Of India.

## BLOOD DONATION CAMP AT TCS

Gandhinagar

14th March 2020

Reported By : XYZ Reporter,TOI

A blood donation camp was organized by Red Cross Society on 10th March 2020 from 10 a.m to 5 p.m at TCS, Gandhinagar. The main purpose of this event was to create awareness regarding regular blood donation among the employees. It was very well planned camp and many employees voluntarily participated in this noble cause.

A team of five Doctors and twenty nurses were present at the location. Dr Akaash gave an informative speech on the importance of blood donation at the start of the event. The first person to donate the blood was Head of HR department. After that, a large number of employees donated blood with beaming faces and a proud heart. Refreshment was provided before and after the donation of blood to each donor. A Certificate of Appreciation, donation card and a Tea Mug were given to each donor as a token of gratitude.

As the end of the event was approaching, there was a sense of satisfaction on the faces of volunteers as a total of 257 units of blood was collected. The team of doctor appreciated all those who participated in the camp and making it a huge success.