

## REPORT WRITING

### MARKS

Content → 2 marks

Expression → 2 marks

Accuracy → 1 mark

- Proper Format
- Write in paragraphs
- Use Vocabulary
- Passive voice
- Past tense



इन सवालों के जवाब देने होते हैं।

- WHAT
- WHEN
- WHERE
- WHO
- HOW

## REPORTS

Newspaper  
Reports

Magazine  
Reports



## Heading A Culture Show

By Anecto, designation head girl

A culture show was organised by SC. Int. schl at in school

and on 14<sup>th</sup> May. Everyone participated enthusiastically in the event. --- A variety of items like - - - were staged. IAS Ramesh Kr.

was invited as the chief guest of the event.

The programme concluded with words of appreciation by Mr. Ramkumar. He/She also expressed his hope to see such events again in future.

HEADING → TITLE Times of India  
By Raman, designation, newspaper name

Place, Date : First Paragraph: → General overview  
of the report

*Note*  
Four people were killed and atleast two seriously injured, when car rammed into a bus at Place, time. The injured were immediately taken to the nearby hospital where they succumbed to death. The Police have registered a case against - - -  
The inspector / eye witness said - - -



## GOLDEN WORDS

- The mishap occurred
- The tragic incident
- fatal
- casualties
- The Police blamed
- According to preliminary reports
- The place was overflowing with large crowds
- It was followed by - —
- The event started with the felicitation of guest speakers

Q. You are Anil/Aneeta of Scholars International School, New Delhi. Recently, your school organised a cultural show as part of a cultural exchange programme. Write a report in about 120-150 words for your school magazine.