

REPORT WRITING

A report can be a brief note or complete detailed information about an event that has taken place in the past.

Types of Reports

- For News Paper
- For Magazine

POINTS to Remember

- Include all relevant information (place, date, time and other facts about the event)
- Be brief and to the point.
- Report an event in the order in which things happened.
- Write in reported speech and use passive forms of expression
- Develop ideas logically (causes/consequences/opinions)
- While writing a report for the school magazine, write in less formal and more descriptive manner

Marking Scheme:

Format (headline, by line, date and place)

Content (what, when, where, who, how the incident happened)

Expression (logical and relevant details without grammatical or spelling errors)

FORMAT FOR MAGAZINE

- Heading (As per Content)
- Divide ideas into 3-4 paragraphs.

HEADLINE

BY _____ (Student Editor)

1st Para: -What/Where/When/for Whom, who is invited.

2nd Para: - Sequence of the event to be described.

3rd Para: - Quote excerpts from Chief Guest's Speech and Conclusion.

Sample of a report for the School Magazine

CREATIVE WRITING WORKSHOP

By Radha (Student Editor, SS2 C)

Scholastic India Ltd. conducted a one-day workshop in APB School as part of their campaign to promote creative writing on 20th May, 2020 in the school library for the students of class XI and XII. The Team of Scholastic India Ltd. was given a cordial welcome by the school coordinator Ms. J. Sharma. Mr. Rahul and Ms. Deepa of the team conducted the session.

The workshop began at 9am. The team began by introducing their members and their fields of expertise. They took the students through the mechanics of writing and explained how the use of figurative language can improve their writing. After a small interaction with the budding writers, the students were grouped into teams of five. Each team was given some clue and was asked to write a story within the stipulated time. The teams were expected to present their stories one by one. It was interesting to note the same clues getting developed into different stories. The next session was mainly for the budding poets. Mrs Rima Roy, the famous poet conducted the next session. She highlighted the finer details of writing poetry. The students were then asked to compose poems. Rohit of class XII got a lot of appreciation for his poem. The stories and poems were all put on the library board for others to read.

The workshop came to an end with the address of the Principal, Mr. Rajendran. He expressed the need for developing effective writing skills for good communication. Master Anil, the Head boy proposed the vote of thanks for the organisers. It was indeed a day well spent.

Sample 2

You are Poorva/ Parth, cultural secretary of your school. A week-long music and dance festival was organised by your school. Write a report in 150 words for your school magazine. Invent the necessary details.

MUSIC AND DANCE FEST

By Poorva/ Parth(Student Editor, SS2 A)

Our school organised "Jal Tarang" a week-long music and dance festival from the 18th of August to the 26th of August 2023, in the Outer Auditorium. Ten schools of Delhi participated in the music and dance extravaganza. The inaugural function held on the 18th August was presided over by Sri G Kishen Reddy, honourable minister of state for culture. It was a great celebration of music and dance which saw a wide variety of Indian classical and folk as well as western music and dance forms during this week long festival, many competitions, workshops, symposiums and open forums featuring leading artists were conducted.

The audience including students, teachers, as well as invited dignitaries witnessed live concerts from leading musicians and stage shows by reputed dancers in Bharatanatyam, Kuchipudi and folk artists. On the concluding day of the festival, a two-hour long programme displaying a unique fusion of classical and western dance and music was put up. Speaking on the occasion, the chief guest said that programmes like this remind us of our rich tradition and the need to protect and nurture it.

The fest was a treat and delight for all music and dance lovers and was the highlight of our effort. Seeing the huge success of this fest our Principal assured us that attempts would be made to organise such events on a regular basis.