

Report Writing

Introduction

A report provides the reader with full description of an event or incident that has taken place in the past. It supplies answers to 'what', 'when', 'how', 'where' and 'why' the event or incident happened.

Points to Remember:

1. The report must be given a catchy title to grab the interest of the reader.
2. The ideas should be systematically presented in short and informative sentences.
3. A report must be written in the past tense.
4. It should be concise and written as clearly as possible.
5. Although marks are not deducted for exceeding the word limit, a speech should be written within 120-150 words.
6. Marks may be deducted for grammatical errors and mistakes in the spellings and punctuation marks.
7. Marks are awarded on the content and expression of the write-up. Therefore, special care should be taken to maintain the coherence, accuracy and fluency of the content.

Celebration of 'No Tobacco Day'

Q. Your school organised a programme on 'No Tobacco Day' on 31 May 20xx. Write a report in 120-150 words for your school magazine. You are Ritwik, a student of class X.

Answer:

Celebration of 'No Tobacco Day'

Ritwik

Class X, XYZ School

Faridabad, June 1, 20xx

'No Tobacco Day' was observed by XYZ School on 1 June 20xx. Dr. Gautam Sethi, a well known educationist, was invited as a Chief Guest for the occasion. He spoke to the students on the harmful effects of tobacco. He warned the students of the numerous fatal diseases, such as cancer and cardiovascular diseases that smoking could lead to. A documentary, featuring the ill-effects of smoking, was also shown to the students. Besides, the students were educated on the topic through slides and demonstrations. All came forward and pledged to remain non-smokers all their life. The day ended with a play performed by the 'Nukkad Natak Group'. They had been especially invited to perform a play to make the students realise the harmful consequences of tobacco. The event opened the eyes of the students and turned out to be a great success.

Cleanliness Week

Q. Sriram School had recently celebrated a 'Cleanliness Week'. As the secretary of the student's Council of your school, prepare a report in 120-150 words, suitable to be published in your school magazine. Sign your name as Sunita.

Answer:

Cleanliness Week

Sunita

Secretary, Student's council

Sriram School, Delhi, 20 April 20xx

A campaign for cleanliness was launched by our school on 12 April 20xx. A number of inter-class and inter-house cleanliness competitions were conducted. The campaign, which continued for a week, started with a Quiz Contest on Cleanliness. It was followed by an essay writing competition wherein the topic for the essay was 'Cleanliness and order are not matter of instinct, they are matter of education'. The principal spoke to the students about the importance of maintaining hygiene in their daily lives. Students of the Junior Wing made posters on the theme 'Health and Hygiene'. Later, a gala ceremony was organized to give away the prizes to the winners of the various competitions held. The award for the 'Cleanest Class' went to class X-B. 'Narmada House' won the Quiz competition. The campaign proved to be entertaining as well as educative.

Celebration of Gandhi Jayanti

You are Meena/Manoj, a student of St. Xavier's School. Your School recently celebrated 'Gandhi Jayanti'. Write a report on the same in 120-150 words.

Answer:

Celebration of Gandhi Jayanti

Manoj

Class IX, St. Xavier's School

Faridabad, 3 October 20xx

St. Xavier's School, Faridabad celebrated Gandhi Jayanti in the school premises. October 2 being a national holiday, the Jayanti was celebrated on October 1. The chief-guest for the occasion was Mr. Mehta, the MLA of the district. The function started with the lighting of Lamp by the chief guest. He then spoke to the students about the life and teachings of Gandhiji. The students of class IX and XI had prepared a skit competition based on Gandhiji's life. Due to time constraint, Mr. Mehta could not view all of these plays. However, he acknowledged the efforts of the students and the school. The skit competition was followed by a few words of wisdom by the school principal. She spoke about Mahatma Gandhi's views on education. Besides, a documentary was shown to the students to educate them about his role in our country's freedom struggle. Later, a few students came forward to speak about the impact of this celebration on them.