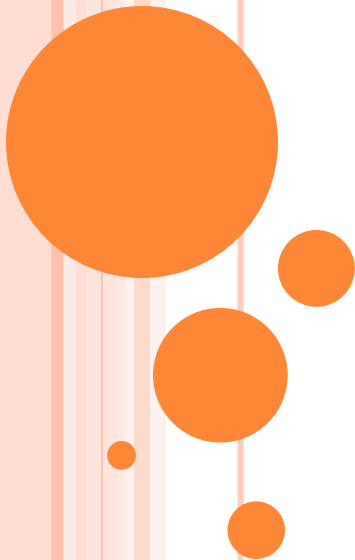


REPORT WRITING..

FOR CLASS XI-XII

**Prepared by
Suborna Mehpar
Assistant Professor of English
Rajuk Uttara Model College**



GENERAL TECHNIQUES FOR REPORT WRITING:

1. **Headline**: short, brief, eye catching, better to be a a phrase.
2. (as a reporter) Staff Correspondent, Name of the Newspaper (if mentioned in the Question, Date..
3. (as a common person) Name of the reporter, Area, Date..
4. Minimum 4 Paragraphs ..
5. Language: Mostly in **past tense, passive voice** (like: it was reported that../ it was seen.../ there was a huge)
6. **Interviews of witnesses** must be included. (Direct/ Indirect)
7. Last para on reporter's **review in present tense**



WHAT TO WRITE/ HOW TO WRITE ???

1. 1st para: Introduce the readers/ audiences to the topic of the report/ incident/ accident took place in about 2/3 sentences briefly.
2. 2nd para/ 3rd para: Describe in detail, word by word, each and every detail of the incident/accident, effects, results/ consequences....
3. 4th Para: Add interviews (at least 2 persons' interviews having different opinions regarding the issue)
4. Last Para: Any logical solution or recommendation or drawing the attention of the authority concerned.



○ Some Model Reports



Suppose, you are Barkatullah. Now write a report on the celebration of Independence Day/ Pohela Boishakh/ International Mother Language Day in your Upazila.

INDEPENDENCE DAY IN HOMNA

Barkatullah, Cumilla, 29 March 2024: There was a huge celebration of **Independence** Day as usual in our upazilla. Every year, to mark this glorious day, a number of different programmes are organised. People from all walks of life attend the events, which give both the elderly and the young people a chance to remember and learn about the history of our beloved motherland. As a Bangladeshi citizen, the significance of our **Independence** Day is a matter of great pride for us.

This year Upazila Nirbahi Officer was the chief guest and the Chairman was the special guest in the programme. The programme was started by the inaugural speech by the chief guest. He said, “For the people of Bangladesh, March 26, our **Independence** Day holds great significance that cannot be described in mere words. People suffered a lot for 24 years under the autocratic Pakistan regime. After the declaration for independence on 7 March 1971, people got the momentum for liberation and when on 25 March Bangabandhu, father of the nation, was arrested at night, people of then East Pakistan started fighting from all levels. The new nation of Bangladesh was born after nine months’ war. It was a great triumph against a brutal occupying force that had unleashed a reign of terror, killing nearly 3 million Bangladeshis during the 9-month war.” He also added that the younger generation must know the history of our independence, and live up to the expectations of a free nation that so many sacrificed their lives for.

His speech was followed by a short cultural programme. Many prominent singers of our locality sang patriotic songs to inspire the audiences with fellow feeling and brotherhood. Ahead of the 44th anniversary of our **Independence** Day, some young people from the audience were asked what they know about the significance of March 26 and how they celebrate the day.

Shams Saif (19) recently has completed his HSC exams and is looking for admission to a private university says, “This is a day of great importance to our nation and is celebrated every year with profound dedication. Many freedom fighters became martyrs for this end, and so it is our duty to remember them with gratitude.” Abdullah Al Mamun (25) works at a private company that sells prosthetics.

He said: “The month of March itself carries great significance for us calling it “Agni jhhora March”. From the historical point of view, on this day the Bengali nation started becoming free from foreign. This day reminds us of the war our forefathers fought so that we could have independence.”

The celebration of **Independence** Day has been taking place since 1972. The Bangladesh Liberation War became a topic of great importance in cinema, literature, history, lessons at school, the mass media, and the arts in Bangladesh. The ritual of the celebration gradually obtained a distinctive character with a number of similar elements: Military Parade by Bangladesh Armed Forces at the National Parade Ground, ceremonial meetings, speeches, lectures, receptions and fireworks. **Independence** Day in Bangladesh is a joyous celebration in which popular culture plays a great role. TV and radio stations broadcast special programs and patriotic songs. The main streets are decorated with national flags. Different political parties and socio-economic organizations undertake programs to mark the day in a befitting manner, including the tribute of respects at Jatiyo Smriti Soudho, the national memorial at Savar near Dhaka. The **Independence** Day is not a day of celebration only; the day enkindles patriotic feelings and reminds us of the sea of blood sacrificed by the innumerable Bangali valiant fighters, intellectuals and the highest sacrifice of 2 million Biranganas. We have to keep this independence upright by loving the mother land solely and not permitting any anti-patriotic ideology on our land of golden soil.


Suppose you are a reporter of a daily. There is a fire accident in a garment factory. Now write a report on the fire accident.

Garment Factory in Fire

Staff Correspondent, The Daily Mail, 29 Septmeber 2024:

Last Tuesday dated 26 September at about 10 o'clock there was a fire in the Taznin Garment Factory near Shadarghat, Dhaka. All on a sudden, the fire broke out and spread quickly. Products which were ready for shipment worth 50 lac burnt into ashes. 3 workers died.

That day approximately 130 workers were doing overnight duty for the consignment to be ready duty for the consignment to be ready for export on the following day. After the dinner at 9pm., the workers were taking a break for a while when sudden hue and cry was heard from the 3rd floor of the factory building on that floor there was the knitting wear and it was suspected that the fire was started from the Broiler blast.



When worker in the 2nd and 1st floor went upwards, they could not do anything to save the products, only they could help if the fire-burnt people to come out from that floor. Due to having two exits, the workers could come out quickly within half an hour. Only 3 unfortunate workers a man name Ruhul Quddus (29) and two female workers Jarina Khatun (20), and Seli Akhtar (22), could not survive because of suffocation.

When the guard and watchman noticed the smoke and flame of fire on the 3rd floor he called in the fire service and also the people around that factory went forward to extinguished fire by throwing water. After two hours endeavour, the fire fighters were able to extinct the flame and they brought 5 more workers out of the smoke half-faint. Out of fear two teenagers jumped from the 2nd floor and inured badly. On the way to hospital they broke the bond with life due to profuse bleeding. Other wounded workers were removed safely. The kith and kins of the workers gathered in the factory promises to enquire of their family member. Few found their near and dears but some were still wailing out for the safe return of their sons or daughters or husbands.

The commanding officer of the Fire service Dept. said to our newspaper, "After our initial survey, we can only say about two possible reasons either the broiler blasted and the knitted wear caught fire at once or from any short circuit the fire might have started." They also said that they could not ignore the possibility of the remains of cigarette might inflame the fire.

However, it was estimated that garment products worth more than 49 lacs had been destroyed completely. The factory owner Mr. Ahmed Ali demanded for proper and fair investigation. He became very emotional while giving his interview to The Daily Focus. He pondered over the point of sabotage because the following day would be his shipment delivery. He could not hold his tears.

The police came and investigate the entire compound of the factory. They interviewed every on and cross examined them. Very soon the truth will be brought to light whether it was an accident or personal grudge or any negligence of duty.




Write a report on the causes of Students' failure in English.

English- A Nightmare for Many!!

Staff Correspondent, The Daily Fortune, September 29, 2024: Last week the long cherished result of HSC Examination 2022 published in public. This year the most notifying side of the result was the decrease in GPA 5 and in the percentage of passed students in all boards result. Main reason is detected that English becomes a hindrance to GPA5. A comparative result analysis of this English is presented below:

Board	2017	2018	2019	2020
Dhaka	70	75	90%	91.09%
Chittagong	72	70	88%	92.19%
Rajshahi	68	65	81.30%	86.38%
Comilla	55	60	77.00%	77.74%
Jessore	59	69	69.96%	75.65%
Dinajpur	58	70	72.65%	71.78%
Sylhet	73	65	75.00%	77.50%
Barishal	71	66	70.65%	79.65%

We can see that the result of 2023 was better than that of 2022. According to a study it was found that failure in this subject had passed all past records. Many failed and few got a narrow escape in English. Why this disaster?



Our correspondent interviewed few students from the out skirts of Dhaka and other metro cities. The research proves that there are some infrastructural and technical problems regarding the subject. Firstly, English is a foreign language for us. So, many of the students outside the cities find it as a dreadful subject. They can't overcome your weakness in English as they are afraid of the subject and don't practice it properly.

Secondly, in many schools and colleges there aren't any Language Lab or Club where the students can have some sessions on English communication skills like speaking, reading, writing and listening. The more they will converse in English removing shyness, the more they will gain confidence and command over the language.

Thirdly, there is insufficient number of trained teachers who can guide them effectively. In some schools few are teaching the subject who are not from the same discipline or there is lack of trained teachers. So various training for professional development should be arranged to make them more skilled in teaching and guiding students.

[Add here 1 interview of a student and 1 of a teacher or Head Teacher of a school]

So, the authority concerned should give their attention to these problems to upgrade the performance of the students in English. There is no denying fact that being the international language English has no alternative to success in this era of Globalization. It is the stair towards individual and collective success.

Suppose, you are a reporter of a national daily. Now write a report on the existing situation of Drug Addiction in our country.

Consequences of Drug Addiction: Bangladesh Context

Staff Correspondent, The Daily Mail, October 14, 2024: Last week, a group of seven teenagers were arrested by the police from a well known restaurant of the capital consuming and peddling drugs red handed. Reportedly, all these teens belong to respectable and well off families in the society. Drug addiction, especially among the youngsters of our country, is rising alarmingly which, experts fear, will bring about devastating consequences for Bangladesh if it cannot be controlled right now.

In recent years, drug addiction has significantly increased in the whole world, especially in the South Asian countries like Bangladesh. In this country, this agent of human devastation has spread its tentacles to every nook and corner. International organisations like the United Nations and World Health Organization (WHO) are alarmed by the present proportion of addicts. According to sources at different healthcare facilities, nowadays nearly 10 percent of outpatients are visiting the country's hospitals with cases of addiction-related complications involving various drugs.

The trend of drug consumption is higher in youth and teenagers, their age spanning between 15 and 30 years. They come from all strata of the society. Students are mostly falling victims to drug abuse, which eventually lowers their standards of education and attendance at schools and colleges. The WHO defines drug as a chemical substance of synthetic, semi-synthetic or natural origin intended for diagnostic, therapeutic or palliative use or for modifying physiological functions of man and animal.

There are a number of reasons why a teenager might try drugs. Peer pressure is one of the leading causes. Reasons determined through research include curiosity and excitement through its use, despair and frustration for continuous failure in works or economic insolvency. Some get addicted because they try to follow the western culture of drug abuse and enjoyment of life. A number of other reasons include poverty, easy access to drugs, dejection in love, and mental stress due to family problems. There are three types of drugs available in Bangladesh--opium (like heroin), cannabis (ganja), and sleeping pills. The most common drugs used in Bangladesh are stimulants.



According to police, "In the last two or three years, many more teens have been arrested for using drugs than ever before." Though it is not possible to find out the exact number of the drug users in the country, on the basis of different data and statistics, it is estimated that the number of addicts in Bangladesh is more than six million who spend over Tk 70 million every day on illegal narcotics, say studies and intelligence reports.

According to a WHO survey, most drug users are young, their age ranging from 18 to 30 years. Meanwhile, a separate study conducted by the Journal of Health, Population and Nutrition (JHPN) of the International Centre for Diarrhoeal Disease Research, Bangladesh (ICDDR,B) shows that in the capital, 79.4% of the users are male and 20.6% are female, 64.8% unmarried, 56.1% either students or unemployed, and 95.4% are smokers. About 85.7% get into consuming drugs under the influence of friends, while 65.8% get addicted to various cough syrups. More than 1 lakh people are directly involved in illegal drug trade and supply. The study reveals that peddlers prefer women and children for carrying and selling drugs because it is easier for them to evade law enforcers and slums are an ideal place for selling and consuming drugs.

According to intelligence sources at the Department of Narcotics Control (DNC), heroin is the deadliest of drugs in Bangladesh. In recent times, Yaba has gained popularity and has become a "fashionable" drug. Cough syrup Phensedyl remains the most popular among the masses because of its low price and easy availability. Sources at the DNC intelligence wing also said that around 10,000 cases are filed and 9,000 people are arrested every year in connection with drug-related violence and crimes.

Physicians say weaning (dissuading) someone off drug addiction is difficult, but not impossible. Support from family and friends, professional help from doctors, and will power of the patient during inpatient or outpatient drug addiction treatment may help to end dependence on drugs.

Youths are taking drugs being frustrated or simply out of fashion. But once they start taking drugs, they become addicted and cannot come out of the circle easily. But this addiction is creating a lot of problems. Drugs are usually costly. So, to manage drugs, youngsters are getting involved in different crimes including hijacking. As a result, peace and prosperity in society are getting barred. On the other hand, drugs destroy the physical and mental soundness of the users. So, gradually the drug addicts become a burden for their family and for the country in the course of time. So, we should not let the bright future of our near and dears to be ruined into darkness. The govt. as well as the civil society should take a concerted effort to save our youngsters from the evil claws of drug addiction.

**Learn all
Reports
from your
syllabus of
Half Yearly
2025**



**Thank you for being
with the Class...**

