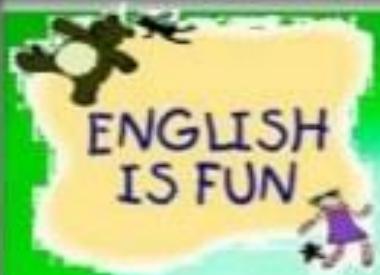


REPORT



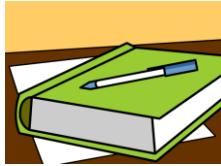


What is report writing?

A report is a statement of the results of an investigation or of any matter on which definite information is required.

Or,

A report is a systematic, well organized document which defines and analyses a subject or problem.



What is a Report?



- A report is a brief account of an event that has already taken place.
- It helps in recording the events of importance that occur in our day-to-day life.
- It presents the firsthand information of an event.
- Also presents a record of events that took place.
- Includes one's ideas, opinions and impressions about the event.



Format of a report.

Title of the report	-	ANNUAL DAY
Report Writer's name	-	(Name given)
What is the event about?	-	<i>(name of the event)</i>
When did it take place?	-	<i>(day and time of the event)</i>
Where...?	-	<i>(venue of the event)</i>
Why...?	-	<i>(the purpose of the event)</i>
Who...?	-	<i>(Chief guest,)</i>
How...?	-	<i>(the details of the event like Programme, its impact etc.)</i>

Tips:

Use simple sentences in the Past Tense.

Be brief.

Do not exaggerate the event.

Points to Remember:

- **Mention the place, date, time and other relevant facts about the event.**
- **Include information collected from the people around or affected by the event.**
- **Write the name of the reporter.**
- **Provide a suitable title/heading.**
- **Use only past tense while writing.**
- **Write in reported speech/indirect speech.**
- **Use passive form of expression.**
- **Develop ideas (causes, reasons, consequences, opinions) logically.**

You are X. You are a Secretary of your School Eco – club. You happen to visit Mumbai with a group of NCC students during monsoon. You can see the people suffering a great loss of life and property in the massive flood. You dive into action with your team rendering services and materials to help those victims.

I need a write-up about your wonderful teamwork and your responsibilities.



Heavy rainfall in mumbai



Model – REPORT WRITING

You are Swetha/Suresh of L.M. Jain School, Ajmer. As Secretary of your School Co-curricular Activities Club, you visited a slum area in your city where the people suffered a great loss of life and property in a massive fire. The students of your school rendered their services and material help to the victims. Write a report in 100-125 words for your school magazine.

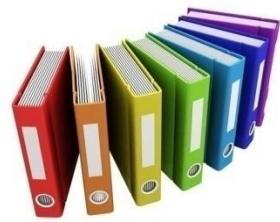
Answer

Students Service To Victims Of Fire

By: (Name)
L.M. Jain School

(Date) _____

A major slum area in _____ was gutted by a massive fire on 10th February, _____. The exact cause of the fire is still not very clear that caused extensive damage to life and property. Ten persons lost their lives, many were injured and about two hundred people were rendered homeless. Our school joined and offered relief to the victims. The students of our school got together and collected food packets, old clothes, medicines, utensils, etc. to be distributed to these homeless and helpless people. Ten students and three teachers personally visited this slum area to ensure proper and fair distribution of the items that had been collected and thus provided some relief to these unfortunate people in their time of crisis and misery.



REPORT WRITING

- Recently your school held a Seminar on Conservation of Water as a part of World Water Day celebrations. As the School Pupil Leader of Maryland School, Gurgaon, write a report in 100-125 words for a local daily.
Sign as Pritham/Preeti.

HOMEWORK

Write a report on any one of the following events in about 100-120 words.

- 1. ‘Educational Development Day’ was organized in your school on 15th July. The District Collector was the Chief Guest of the event. As part of the event, many competitions were held and the prizes were distributed to the winners and participants. It was a grand and successful event. Now, as the member of the organizing committee, write a report on the event in about 120 words.**
- 2. You are the School Pupil Leader. You have been asked to write a report on the Inaugural Ceremony of English Literary Association of your school which was held recently. Write a report on the same in not more than 120 words.**
- 3. You are the Coordinator of the Science Forum of your school. An event had been organized on account of National Science Day for the members of the forum. Now, write a report on the observation of “National Science Day” at your school.**

Thank you

