

# Newspaper Report Writing

## **What is a Report?**

A report is a short document written for a particular purpose or audience. It usually sets out and analyses a problem often recommended for future purposes. Requirements for the precise form of the report depend on the department and organization.

## **Newspaper Reports**

The main purpose of newspaper reports is to cover a particular event or happening. They generally elaborate upon the 4Ws and 1H, i.e. What, Where, When, Why, and How. The key elements of newspaper report writing are as follows:

### *Newspaper Report*

#### *Headline*

#### *Line (Along With the Designation)*

#### *Date and Place*

#### *Opening Paragraph*

#### *Account of the Event and Witness Remarks*

#### *Conclusion*

### **Headline:**

A descriptive title which is expressive of the contents of the report.

### **By Line:**

Name of the person writing the report along with the designation.

### **Place and Date of reporting:**

It is generally not mentioned in a magazine report separately, but here it is.

### **Opening Paragraph:**

It includes expansion of the headline. It needs to be short as it is a general overview of the report.

### **Account of the event in detail:**

It is generally written in two parts: First, a complete account of what happened in its chronological sequence and second, the witness remarks.

### **Concluding Paragraph:**

This will include the action that has been taken so far or that will be taken. It is the last paragraph.

## **Sample**

Report on a Science Symposium

Effect of Global Warming on Planet Earth

By John Doe, Editor

### **(Opening paragraph)**

Recently, a science symposium was held at Maharishi school, Delhi on Jan 10, 2022. The topic of the Symposium was the Effect of Global Warming on Planet Earth.

### **(Main Body)**

The event began with the felicitation of the guest speaker – Dr James Daniel. This was followed by our principal, Dr Bala espousing the participants. Dr James Daniel reflected his vast insights and knowledge on the topic and emphasized the importance of curbing our carbon emissions. With the charts and graphs he prepared, the audience was intricately made aware of how our planet is changing for the worse. He also proposed a hypothesis as to what would become of planet earth if such anthropological activities were left unchecked. It was a truly eye-opening experience for all the participants on how humans have affected the planet. The symposium ended with a round of questions from the participants. After the lunch break, a short documentary was shown portraying the effects of global warming and the greenhouse effect. It captivated the audience, with some expressing grief at the plight of our planet.

### **(Conclusion)**

The 4-hour-long symposium ended with a vote of thanks. The participants also vowed to bring about a change in the situation.