

REPORT WRITING



Definition -

A systematic, well organised, written presentation/description of factual information based on an investigation or research about a function, event, accident, problem or issue is called Report.

Break- Up of Marks

Format (Heading and Reporter's name)	1 Mark
Content	2-4 Marks
Expression Grammatical accuracy, appropriate words&spellings Coherence and relevance of ideas and style.	3-5 Marks <u>1.5-2.5</u> <u>1.5-2.5</u>
Total	5-10 Marks

Vital Points for Writing A Perfect Report

- ☼ It should be brief and straight forward. Don't exceed word limit i.e. 120-150 words.
 - ☼ Prefer use of past tense, passive voice, indirect speech and third person.
 - ☼ Language should be simple and informative.
 - ☼ It must be well structured, factual, clear and comprehensive.
 - ☼ Divide it into 3-4 paras using line break.
 - ☼ Add only logical, relevant & necessary details/points/information with grammatical and spelling accuracy and follow the sequence of events.
 - ☼ It should be reviewed and edited after completion and you should underline important info.
 - ☼ The fewer you make mistakes, the higher you get marks. The content should include answers to the questions when, where, what, why, who and how on the topic to be written about.
 - ☼ Practise as many previous year questions as you can and read newspaper reports.
-

€ Step by step Method to frame/draft a Report €

First of all use a catchy/attention grabbing and short Title at top.

Ex-

ANNUAL FUNCTION

TRAIN MISHAP

Mention name and designation(for school magazine use class and for newspaper write Staff Reporter/Special Correspondent or any other designation) of Reporter using 'By line' if not given in question use ABC/XYZ at LHS just after heading.

eg.

Daylight Robbery

By Omendra, XII-A

NO TOBACCO CAMPAIGN

(By Ravi, Staff Reporter, The Hindu)

After leaving one line write down the name and date of Reporting at RHS.

eg.

Oxford, 26th September 2020

3rd October 2020, Canberra

First Para- Start the main body from next line including the expansion of the headline. Give a brief description of event/happening/ function/ occasion on which you are writing report. Where was it organized? When was it organized /held and its venue/place. You may also give information about audience and chief guest of the event, name/names of the person(s)/event(s), etc. that the news is about. Any other details of the incident/occasion, reasons why the incident happened.

Second Para- Give details about sequence of events in chronological order/sequence. How was it conducted/ happened, some detail of programme and address by main speakers/ the witness remarks. These can be narrated in more than one para.

3rd Para- Describe the impact/effect, causes the event had on audience and your opinion about the event. Briefly describe the steps/measures/actions taken for inquiry or the method used.

4th Para- Conclude your report by describing the future course of action. It can either be a summary of the whole situation, a conclusion, condemnation, appeal or warning. You can mention the promises made by authorities, compensation (if any), appreciation/congratulations/thanks given by chief guest.

Ω Value Points or Main Clues to be added in Report Ω

Robbery/Accident/Calamity/Disease outbreak
/Civic Problem / Disaster / Mishap-

@ Informative & Eye Catching headline — expansion of headline in the first sentence highlighting what/when/where

@ Give a reason, if any/motive @ Particulars in brief

@ Eyewitness remark

@ Casualties, damage (public or Wealth), etc. (if any)

@ Actions taken for @ Relief measures (if applicable)

@ Conclusion/comments

Cultural/Sports events

€ Occasion/organiser/sponsor, etc.

€ Date, venue (time optional)

€ Chief guest/special invitees for occasion

€ Objectives and main highlights of the programme

€ Prize distribution/Annual report (if applicable)

€ Message/address by chief guest/dignitary

€ Thanks/Appreciation € Overall response

Competitions

- © Occasion/organiser
- © Date, venue, objective
- © Name of the competition, level, topic, if any, participation
- © Inaugural ceremony/welcome
- © Chief guest, judges, etc.
- © Highlights related to performance, result, etc.
- © Prize distribution
- © Special remarks/address
- © Thanks giving/congratulations

Rally/Drive/Campaign

- ✕ *What, by whom (concerned people)*
- ✕ *Duration, venue or places covered*
- ✕ *Objective, motto (if any)*
- ✕ *Activities are undertaken*
- ✕ *Any display/educational material used, for example, placard, banner, pamphlet, etc.*
- ✕ *Special remarks by a dignitary/chief guest, etc.*
- ✕ *Overall success*

⚙ Camp/Visit/Exhibition/Excursion ⚙

- ⌋ Place, destination, etc.
- ⌋ Organiser, sponsor (if any)
- ⌋ Duration, date, etc.
- ⌋ The number of persons/visitors, etc.
- ⌋ Description as applicable -a theme of the exhibition, type /range, etc./quality of exhibits places/sites of sightseeing, food, scenic beauty, etc.
- the purpose and nature of camp, activities are undertaken
- ⌋ Final response

Q 1. As Secretary of Apex Apartment Society, you organized a rally in your locality against employing child labour. Many residents of your society and nearby societies participated. Write a report of the campaign in about 200 words for publication in a newspaper. You are Prakash / Preranaa.

Say No To Child Labour

(By Preranaa, Secretary Apex Apartment Society)

15th Nov 20XX, Raipur

During first week of November we had our usual meeting of society. During the meeting I suggested to have a rally in our locality against deploying child labour. This was readily accepted and we decided to conduct rally on 14th Nov – The Children's Day.

We gave responsibility of making posters and placards to kids of society. Children of nearby society informed their parents about our preparation. Three nearby societies approached us to pool in resources to make it a big rally.

One society volunteered to make banners. Another arranged for sound system and the third society arranged

for water during the rally. We decided to start rally from our society and upto the industrial area close to our locality. We took permission from local administration for the rally.

We all assembled at 9 AM. Residents of all age including kids had come to the rally. Administration deployed two policemen to escort the rally. In the industrial area, officials from almost every establishment came out and declared that no child labour was deployed in their factories.

Around noon we reached back to the starting point. We all promised that we shall not employ any child labour as domestic help. It was a highly satisfactory effort.

Q 2. Recently an auditorium has been constructed in your school. It is one of its kind in the town. Your principal has asked you to write a factual report. Please write a report in about 200 words to be published in a local newspaper. You are Suresh / Saarika of ABC Public School.

Modern Auditorium at ABC Public School

(By Suresh, XII – A)

ABC Public School, Udaipur, 18th Dec 20XX
ABC Public School is a well-known name in the town for its excellent infrastructure, academic excellence and extra curricular activities. A modern auditorium is yet another feather in its cap.

It is equipped with modern light system without any glare. However loud be the music, the sound is clear and free from echo. The auditorium has a seating capacity of 800 people.

There are separate make up rooms for male and female artists. Make-up rooms are large enough to accommodate 20 people. It has two dressing tables. Each make up room has been provided with two washrooms.

This auditorium has a permanent stage so any programme can be organized with notice of just one working day. The stage is so wide that a group dance of upto 18 artists can be held. It has provision for putting three curtains.

The external appearance is a mix of classical and modern architecture. Colour combination is soothing to eyes. Entire auditorium is provided with central air conditioning and heating system. Three washroom facilities for male and female visitors are provided.

We all students are proud to have such a good auditorium in our school.

Q 3. A Book Fair was organized in the town hall of your city. The theme this year was on motivation and concentration. You visited the exhibition and were impressed with the range of books on display. Write a factual description for your school magazine in 150-200 words. You are Sumit / Sumitra a class XII student of PQR School.

Answer-

BOOK FAIR

(By Sumit, XII- C)

Faridabad, 17th October 20XX

Starting from 15th Oct 20XX, a week long book fair is organized in our city town-hall.

At the entrance, five counters have been created to obtain an entry pass for a token fees of Rs 1/- only. At the back of the pass a detailed map is provided to indicate floor plan and type of books displayed in each section. All visitors are requested to note down code number of the displayed book they wish to buy.

The first section is for motivational books. Books of folk lore, jatak-katha, brave kids and of the people who made a difference to the world are displayed.

Books of famous writers like BK Maheswari, Bill Gates, Steve Jobs and APJ Kalam are displayed.

The next section is devoted to books about increasing concentration. Books about meditation and pranayama are displayed. Books written by Sadguru are particularly impressive. Volunteers are helping visitors in explaining about books, their code numbers and price. Near the exit three counters are available for sale of books.

It is a very well organised book fair. People of all age will find something of interest. I recommend everyone to visit the book fair.

Q 4. A group of 30 students of your school participated in a seven day summer camp at Rishikesh. Students were given training in boating, rafting and yoga. You were one of students who participated in the camp. Write a report of the camp for your school magazine relating your experiences at the camp. You are Rohit / Roshani of class X.

Summer Camp at Rishikesh

(By Roshani, X – A)

XYZ School, Kota, 25th August

At 5 in the evening we reached a hotel at Rishikesh after three hour journey. Students were accommodated in 5 bedded dormitories. We were asked to take rest after dinner and assemble in the lawn of the hotel at 5 AM next morning.

Our day started with a yoga camp. Immediately after yoga, we had meditation exercise, motivational talks and laughter exercise. The morning session ended at 7 AM and breakfast was served at 8 AM. At 9 AM we walked to the river that was flowing very close to hotel. We were given PPEs and then training for boating was started.

Lunch was served at 1PM. We had a rest period upto 4 PM. From 4:30 PM to 6:30 PM we started learning rafting and returned to hotel by 7 PM. Dinner time was 8 PM to 9 PM. Thereafter we played antakshari and retired to our rooms at 10:30 PM.

While day routine was similar, in the evening we used to have campfire, sing songs, mono-acting or other fun activity. Once we were taken to witness Ganga Aarti.

We did not realise how quickly seven days passed. Each one of us enjoyed the camp very much.

Q 5. Recently a Health Camp that was organized in ABC Hospital, Kochi. You are the special correspondent of a newspaper. Please write a report for your newspaper.

HEALTH CAMP AT ABC HOSPITAL

(By Special Correspondent)

18th Dec 20XX, Kochi

Keeping good health is so important to everyone. It comes through the improvements made in life style. This was the theme of the day long Health Camp organized yesterday at ABC Hospital.

Various posters were displayed illustrating the advantage that can accrue by having a daily walk. The chart indicated distance to be covered at various stages of age. It was certainly one of its kind.

Measurements of BP, Sugar and BMI were getting carried out in the camp free of cost. Five stations for each test were made to reduce overcrowding. The next section covered display of various postures of yoga and its benefits. After interval of every hour there was talk by a renowned yoga teacher of city.

Services of two dietician were made available to advise ladies about need of nutrients at various stages of life. There was a separate section to advise adolescent girls. However, absence of eye checking facility was noticed.

The camp had started at 09:00 AM and continued till 04:00 PM. Every visitor was happy and found the camp very useful. ABC Hospital deserves appreciation for taking up such a good initiative.

Q.6 Your state government has banned the use of plastic bags. You are Amarjeet, a reporter of The National Herald. Write a report in 100-125 words on how the ban is being ignored and what damage the indiscriminate use of plastic bags is causing to the environment.

Environment Unfriendly Polybags

By: Amarjeet, Staff Reporter
The National Herald

25th December 2020, Chandigarh

In the year 2002 the government had banned the production and use of plastic bags in our country. But unfortunately, these are now being widely used again everywhere. Not only are we using a huge number of polybags daily but we are also discarding them in our drains uncaring about the fact that they will block the flow of drain water.

Polybags are also a threat to our environment. They cause pollution, kill wildlife and are responsible for using up the natural resources of the earth. They are one of the main factors that litter the landscape. If burnt, they will infuse the surrounding air with toxic fumes.

The main problem of plastic bags is that they are non-biodegradable. The decomposition of plastic takes around a thousand years, so with the plastic rubbish produced each day it is likely that this problem will never be solved. While the government works out ways to lessen the impact of polybags on the environment each one of us too should shoulder some responsibility for this problem that ultimately harms us all.

Questions for Practice

@ Write a report in 100-125 words on 'No Tobacco' campaign organized by your school in the academic session 2010-11. You are Deep/ Deepa, Cultural Secretary, Anupam Senior Secondary School, Meerut.

@ You are special correspondent of The Chronicle, Chennai, frame a informative report on the causalities and health hazards due to corona in your city to be published in the newspaper.

@ Your school, Sea View Public School, Kochi, organized a Blood-donation Camp on the occasion of the Republic Day celebrations. As Cultural Secretary of your school, write a report on the event in 100-125 words.

@ Traffic police has launched a special drive against pollution causing vehicles. This has led to traffic jams and crowds at important intersections. Write a report in 100-125 words to be published in 'Chennai Times'. You are Prince/Priya, 12 M.G. Road, Adayar, Chennai.

@ As you were travelling by train, you happened to witness an accident at an unmanned level crossing. As the reporter of a newspaper, write a report on the accident, including details of the number of people injured and the extent of damage caused.

@ You are Ram/Rajani, an N.C.C. cadet who attended Republic Day Parade in Delhi. You study in Shyamala Public School, Salem. Write a report to be published in your school magazine, in 150-200 words on Republic Day Camp & Parade. Don't forget to mention the floats and how you enjoyed the occasion.