

## REPORT WRITING

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A report is a brief account of an event that has already taken place. It helps in recording events of importance that occurs in our day to day life. A report attempts to present the first hand information of an incident or event. A report of an event presents a record of events that took place. It includes one's ideas, opinions and impressions on the event.

### POINTS TO REMEMBER

- Mention the place, date, time and other relevant facts about the event.
- Include information collected from people around or affected by the event.
- Write the name of the reporter.
- Provide a suitable title/heading.
- Write in past tense.
- Write in reported speech and use passive form of expression.
- Develop ideas (causes, reasons, consequences, opinions) logically.
- Write in a less formal and more descriptive manner while writing a report for a school magazine.
- Write in a formal and descriptive manner while writing a report for a newspaper.
- Present your ideas and impressions to make the report interesting.

### SAMPLE SCHOOL MAGAZINE REPORT

You are Roshan /Roshini, Secretary of Cultural club, Modern Public School, Chennai. As a member of N.G.C. (National Green Corps), write a report, in 100 – 120 words for your school magazine.

#### TOWARDS A GREENER ENVIRONMENT

--- Roshan

Modern Public School, Chennai, 2<sup>nd</sup> March, 2014

The cultural club of our school in association with National Green Corps organized many activities during the year 2013 for the cause of greener environment in and around the school. A seminar in the month of February was held for students on the need to save environment. In April, the Vanamahotsav week was observed, which was inaugurated with a tree plantation drive. Five hundred saplings were planted in the colonies in and around the school.

Several Inter-House competitions including poster-making and drawing were conducted which witnessed a huge participation. Students volunteered to clean the surroundings. Pamphlets were distributed among the public to promote cleanliness and hygiene.

A rally was organized in September to create awareness among the public to stop the use of plastic bags and to replace it with eco-friendly products. The various purposeful activities conducted during the year were well received and were to a great extent effective in creating awareness among the people.

### **SAMPLE NEWSPAPER REPORT**

You are Kamal/Deepa. As a staff correspondent of a national daily, draft a report about a bus-train accident at the railway crossing in 100-120 words.

#### **A BUS-TRAIN ACCIDENT**

**-Deepa**

Ferozpur, July 9: A ghastly accident occurred at the railway crossing near village Bidhipur at about 6 in the foggy morning. The engine of the Janta mail dragged a school bus to a considerable distance. Ten children in the age group of 10-14 were seriously injured and have been admitted in the government hospital. The driver of the bus absconded.

According to eye-witness accounts, the gatekeeper lifted the gate to allow the bus to move on. Both he and the driver failed to see the oncoming train in the dense fog.

The villagers rushed to the accident site and helped the rescue team. The railway authorities have announced an inquiry into the incident. The Punjab Chief Minister visited the village and announced a grant of one lakh each to the affected families.

The tragic incident was another evidence of how people ignore set rules and regulations and suffer as a result thereof.

#### **Practice Question**

1. You are Beena/ Bharath. You worked as a volunteer in the Literacy campaign organized in your city. Write a report for the school magazine in about 120 words on the effectiveness of the programme highlighting the methods used and the role played by government and non government agencies.
2. Your school has celebrated "Library Week". As the Head Boy / Head Girl of your school, write a report on it to be published in your school magazine in about 120 words.
3. You are Anand/Vibha. You have recently attended a seminar on 'Prevention of cruelty to animals'. Prepare a report for your newspaper in 100-120 words.
4. You are Kamal/Deepika. As a press reporter, prepare a report of the demolition drive being carried on by the civic authorities in your city in 100-120 words, giving details about the demolition of shops and houses built illegally , removal of encroachments, public reaction etc.