



ENGLISH

Report Writing

A report can be a brief note or a complete detailed information about an event that has taken place in the past.

Types of Reports

- For News Paper
- For Magazine

POINTS to Remember

- Be brief and to the point.
- Report an event in the order in which things happen.
- Should be always written in Past Tense (Magazine) and a mixture of tenses (for News Paper).

Format for Magazine

Heading by

Content Split into 3-4 paragraph.

1st Para :-What/Where/When/for Whom, who is invited.

2nd Para :- Sequence of the event to be described.

3rd Para : - Quote excerpts from Chief Guests Speech and Conclusion.

FORMAT FOR NEWS PAPER

HEADLINE

BY _____

Date : _____

Place : _____

1st Para :-Expansion of the headline.

2nd Para :- Detailed description of the event/ happening.

3rd Para : - Remarks of the witness/people present at the event.

4th Para : - Action taken so far/will be taken

Questions : -

Scholastic India Ltd. organised a one day workshop on creative writing in your school to promote writing skills. As the Literary captain of your school, write a report to be published in the school magazine. You are Rohit/Radha.

Sample of a report for the School Magazine

Creative Writing Workshop By Radha

Scholastic India Ltd. conducted a one day workshop in KV..... as part of their campaign to promote writing on 20th September'16 in the school library for the student of class XI-XII.

The Team of scholastic India Ltd. was given an introductory welcome by the school coordinator Ms J Sharma. Mr. Rahul and Ms Deepshikha of the team took over the mike. They took the students through the mechanics of writing and how the use of figurative language can improve their writing. The students were grouped into a team of 5 each and were given some clues and



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were asked to write a story in the stipulated time. The teams were expected to present their stories one by one. It was an interesting session as how same clues in different hands can result into different stories.

The next session was mainly for budding poets. Mr Rima Roy, the famous poetess too the next session. She highlighted the finer details of writing poetry. The students were then asked to compose a poem on the given topics. Ronit of XII a got lot of appreciation for his poem. The stories and poems were all put on the library board for others to read.

The workshop came to an end with the Principal sir's address. He expressed the need for good writing ability to communicate effectively in writing. The Head boy proposed a vote of thanks for the organizers.

Questions : -

1. Your School organised Van Mahotsav Day recently. Write a report to be published in the School Magazine in 180-200 words. You are Suman of Class XII, Delhi Public School, Agra.
2. You are Amit of Class XII, Birla Vidya Mandir, the publication captain. Your School was the venue of National Level Social Science Exhibition. Write a report for the School Magazine.
3. You are Kavita, a reporter with the Times of India, You were asked to cover the health mela organised by "Ayush Ministry", at Jawahar Lal Nehru Stadium, Delhi submit your report for the publication.
4. A massive fire due to Shortcircuit gutted. 50 odd shops in the congested area of Sadar Bazar, Jaipur leading to loss of life and property. As a reporter with The Hindu write a report for the newspaper.