

Report Writing

Introduction

A report provides the reader with full description of an event or incident that has taken place in the past. It supplies answers to 'what', 'when', 'how', 'where' and 'why' the event or incident happened.

Points to Remember:

1. The report must be given a catchy title to grab the interest of the reader.
2. The ideas should be systematically presented in short and informative sentences.
3. A report must be written in the past tense.
4. It should be concise and written as clearly as possible.
5. Although marks are not deducted for exceeding the word limit, a speech should be written within 120-150 words.
6. Marks may be deducted for grammatical errors and mistakes in the spellings and punctuation marks.
7. Marks are awarded on the content and expression of the write-up. Therefore, special care should be taken to maintain the coherence, accuracy and fluency of the content.

Sports Day Celebration

Q. Sports day was celebrated in your school, recently. Write a report for your school magazine in 120-150 words. Explain the events of the day and the inauguration of the 'Young Cricket Club'. The chief guest for the event was Mr. Sachin Tendulkar. You are Anubha/Anubhav Singh, secretary of the sports club.

Answer:

Sports Day Celebration

Anubha Singh

Secretary, Sports Club, ABC School

New Delhi, 25 March 2013

The annual sports day of ABC School was celebrated on 23 March 2013. The chief guest for the function was Mr. Sachin Tendulkar. The event began with a grand march past by the students followed by a welcome dance. A speech was delivered by the school principal that emphasized on the importance of sports in our lives. Mr. Tendulkar, was then invited to cut the ribbon and inaugurate 'Young Cricket Club'. He congratulated the principal for inculcating the awareness and importance of sports among students. The students also played a cricket match against their school teachers. At the end of the event, Mr. Tendulkar gave his valuable tips on 'How to be a good sportsman'. The event was an enjoyable and a memorable experience for one and all.

Essay writing Competition

Q. You are a newspaper reporter, Ganesh. Write a report describing the essay writing competition that was held in the Alpha Public school, Ranchi.

Answer:

Essay writing Competition

Ganesh

Journalist, ABC newspaper

Ranchi, February 2, 20xx

An essay writing competition was held in the Alpha Public School, Ranchi. This competition was held for the students of class IX and X on February 1, 20xx. Both the classes were supposed to write on different topics. The topic for class IX was 'Mahatma Gandhi's views on Education', while the topic for class X was 'Manhoman Singh as a politician'. Students were given two hours to complete the essay. The competition was followed by the dramatisation of a play by a professional theatre group. Meanwhile, the judges evaluated the write-ups and decided the winners.

The play was followed by a prize distribution ceremony. The chief Guest, Mr. Radhelal Gupta, distributed prizes for the three best essays. Narmada Kumari, a student of class IX, stood first. The winner from class X was Santosh Singh Rawat. After the prize distribution ceremony, the chief guest spoke to the students about the importance of developing good writing and reading skills.

Market Gutted in Fire

Q. Recently, Anshu Desai witnessed a massive fire accident in one of the markets at Delhi. Write a report on the same in 120-150 words.

Answer:

Market Guttled in Fire

Anshu Desai

New Delhi, 29 March 20xx

A devastating fire accident took place in the Model Nagar market, New Delhi, yesterday. The fire that started with a short circuit soon engulfed a major part of the market. Although the fire brigade reached within minutes, the fire could be brought under control only after five hours. Meanwhile, the firemen risked their lives to save many helpless people. Around 50 shops were fully gutted in the fire. 130 people were reported to be dead and 150 badly injured. The fire led to a huge loss of lives, property and material. The government has announced a compensation of two lakh for the victims of the accident. Moreover, a proposal is being made for shifting the shops of the unfortunate market to a shopping complex, by the end of the year.

Celebration of 'No Tobacco Day'

Q. Your school organised a programme on 'No Tobacco Day' on 31 May 20xx. Write a report in 120-150 words for your school magazine. You are Ritwik, a student of class X.

Answer:

Celebration of 'No Tobacco Day'

Ritwik

Class X, XYZ School

Faridabad, June 1, 20xx

'No Tobacco Day' was observed by XYZ School on 1 June 20xx. Dr. Gautam Sethi, a well known educationist, was invited as a Chief Guest for the occasion. He spoke to the students on the harmful effects of tobacco. He warned the students of the numerous fatal diseases, such as cancer and cardiovascular diseases that smoking could lead to. A documentary, featuring the ill-effects of smoking, was also shown to the students. Besides, the students were educated on the topic through slides and demonstrations. All came forward and pledged to remain non-smokers all their life. The day ended with a play performed by the 'Nukkad Natak Group'. They had been especially invited to perform a play to make the students realise the harmful consequences of tobacco. The event opened the eyes of the students and turned out to be a great success.

Cleanliness Week

Q. Sriram School had recently celebrated a 'Cleanliness Week'. As the secretary of the student's Council of your school, prepare a report in 120-150 words, suitable to be published in your school magazine. Sign your name as Sunita.

Answer:

Cleanliness Week

Sunita

Secretary, Student's council

Sriram School, Delhi, 20 April 20xx

A campaign for cleanliness was launched by our school on 12 April 20xx. A number of inter-class and inter-house cleanliness competitions were conducted. The campaign, which continued for a week, started with a Quiz Contest on Cleanliness. It was followed by an essay writing competition wherein the topic for the essay was 'Cleanliness and order are not matter of instinct, they are matter of education'. The principal spoke to the students about the importance of maintaining hygiene in their daily lives. Students of the Junior Wing made posters on the theme 'Health and Hygiene'. Later, a gala ceremony was organized to give away the prizes to the winners of the various competitions held. The award for the 'Cleanest Class' went to class X-B. 'Narmada House' won the Quiz competition. The campaign proved to be entertaining as well as educative.

Celebration of Gandhi Jayanti

You are Meena/Manoj, a student of St. Xavier's School. Your School recently celebrated 'Gandhi Jayanti'. Write a report on the same in 120-150 words.

Answer:

Celebration of Gandhi Jayanti

Manoj

Class IX, St. Xavier's School

Faridabad, 3 October 20xx

St. Xavier's School, Faridabad celebrated Gandhi Jayanti in the school premises. October 2 being a national holiday, the Jayanti was celebrated on October 1. The chief-guest for the occasion was Mr. Mehta, the MLA of the district. The function started with

the lighting of Lamp by the chief guest. He then spoke to the students about the life and teachings of Gandhiji. The students of class IX and XI had prepared a skit competition based on Gandhiji's life.

Due to time constraint, Mr. Mehta could not view all of these plays. However, he acknowledged the efforts of the students and the school. The skit competition was followed by a few words of wisdom by the school principal. She spoke about Mahatma Gandhi's views on education. Besides, a documentary was shown to the students to educate them about his role in our country's freedom struggle. Later, a few students came forward to speak about the impact of this celebration on them.

Delhi Book Fair

Q. You recently visited a book fair held at Pragati Maidan. Write a report on the same in 120-150 words. Sign your name as Anjali Sharma.

Answer:

Delhi Book Fair

Anjali Sharma

New Delhi, August 27, 20xx

The Indian Book Promotion Bureau organised the 15th Delhi Book Fair at Pragati Maidan, New Delhi. The two week long fair started on August 1, 20xx and attracted over five lakh book lovers from all over India. Renowned publishing houses participated in the fair. Books written by well known writers were on display. The book stalls were systematically divided. Every subject book was placed in accordance with their respective stall. The fair also offered heavy discounts on some novels. People were excited to be able to lay their hands on some of the rare books that were on display. Many renowned writers and novelists like Chetan Bhagat and Mitali Perkins graced the event with their presence.

Annual Sports Meet

Q. Your school organised an Annual Sports Meet. Write a report for the same in 120-150 words. You are the sports captain of D.A.V Public, Bhavesh Kapoor.

Answer:

Annual Sports Meet

Bhavesh Kapoor

Sports Captain, D.A.V Public School

XYZ, 24 December 20xx

D.A.V Public School celebrated its 18th Annual Sports Meet on Monday, 22 December. The event was graced by the presence of the chairman, Mr. Radhe Lal Gupta and DCP, Ranjesh Talwar.

The meet began with a flag hoisting ceremony by the DCP, who then declared the meet open. The celebration began with a welcome dance performance by the students of the junior wing. It was followed by March Past drills and inter-school sports competitions. Later, the chief guest gave away the awards for the excellent performances of the students. Vidya Mandir School was declared as the winning team, while the runner's up trophy went to the Manav Rachna School for the inter-school table tennis tournament. The programme concluded with the students enthralling the audience with a Punjabi dance performance. The efforts of the school to kindle the spirit of sports and team work were acclaimed by one and all.