

How to Write Reports

Just as no definite rules can be laid down for Precis-Writing, Comprehension or Paraphrasing, there can be no definite rules for Report-Writing. But certain suggestions can, of course, be given for writing impressive Reports. These suggestions should be carefully followed like Rules. The following are these suggestions :

- (1) Report-Writing is a sort of essay writing, and therefore a report must be written in one's own language and style effectively and beautifully.
- (2) Reports must be written Point-wise in different paragraphs. No two major points should be written in the same paragraph.
- (3) The central idea of the whole Report must be written in the first sentence of the Report.
- (4) A Report must be factual, based on definite facts. There is no place for imagination or emotionalism in a Report. One can, however, give one's impressions or findings in the last paragraph of the Report.
- (5) A Report must be written in the **third person, past tense**, unless otherwise directed in the Question-Paper. If one has to give one's own impressions in the last paragraph, one can write in the Present or Future Tense in the First Person.
- (6) If a Report has to be written for a Newspaper, a detailed Descriptive Heading must be given to it. The heading should be so detailed and factual that if a reader reads only the heading, and not the full Report, he should be able to understand the central idea of the whole Report. Therefore there is no harm even if the heading becomes a little too long. For example, the heading of the Report on a train-accident can be the following one :

Headlong collision between an Express Train and a Goods Train near Bombay. Ten passengers killed, dozens others

injured. Rail traffic suspended. Rescue operations on.

- (7) In official Reporting, an officer has to send his Report to a senior officer or to the Government. This Report is always impersonal. The designation of the officer (only designation, not name) to whom the Report is being sent should be written at the top. The officer who is sending the Report should give his name and designation at the bottom of the Report. There is no salutation at the beginning and no subscription (such as 'Yours Sincerely', 'Faithfully', etc.) at the end of the Report. The officer sending the Report must put his signature with date at the end of the Report.

Examples

1. Supposing you are a Reporter for **The Times of India**. Write a report from Tokyo on the recent earthquake in Japan.

Report

Devastating Earthquake in Japan, 2872 killed, thousands missing, thousands of houses collapsed, train tracks and roads cracked, all traffic suspended.

Tokyo, 17 January

A fierce earthquake occurred in central and western Japan this morning. Its intensity on the Rector Scale was measured as 8.5. Its centre was about 200 Kilometers from Tokyo in the Pacific Oceans about 20 kilometres deep. The cities of Kove, Ossaca and Quetto were worst affected. Thousands of houses collapsed within minutes. According to an official report 2872 persons have been killed and about 5000 are missing. Rail tracks and roads have been completely damaged. All communication means have been completely disrupted. Rescue parties and medical teams are being rushed. The building of the Indian Embassy at Kove is safe. No Indian has been killed. Messages of sympathy on this national calamity

and proposals for aid are coming from many countries of the world, including India.

This earthquake is believed to be the worst and most devastating one that has occurred in Japan in this century. It has also disproved Japan's claim that it has developed the technology of building earthquake-proof houses in the country. No scientific or technical advancement can ever stand against the indomitable forces of nature.

2. In your capacity as the Governor of Jammu and Kashmir write a Report to the Home Minister on the damage done to life and property by the cold wave, fierce snowfall and landslides in the State.

Report

**The Home Minister,
Govt. of India, New Delhi.**

The State of Jammu and Kashmir is facing an unprecedented rage of cold wave, snowfall and landslides. The State is in the grip of incessant rains, hail storms and flood. Practically all the rivers, lakes and water-falls have frozen into solid ice. At many places the temperature has sunk down to -60° celcius. It is feared to be the worst natural calamity of its type of this century. According to official records about 250 persons have been killed and 400 stranded or buried in the snow. About 600 vehicles, including 37 buses and 39 motorcycles have been half buried and stranded in the snow. The 2.8 kilometer long Jawahar Tunnel has been blocked with heavy walls of snow at both ends and about 240 people have been stranded within it. Rescue operations have been started. About 133 bodies have been taken out so far. After four days' ceaseless efforts against all indomitable forces of nature all the 240 persons engulfed in the tunnel have been rescued. In all about 2600 persons have so far been rescued and saved by our forces. Food material, food packets and medicines are being air-dropped in the worst affected areas.

Central aid is urgently needed. A high-power committee to assess the extent of damage and aid to the state is most urgently solicited.

(Sd. Governor)

3. Prepare a short write-up (report) on **Ardh Kumbh Mela** held at Allahabad.

The last Ardh Kumbh Mela of the present century at Allahabad began from 14 January, 1995. This great holy gala festival is held every

six and twelve years at the confluence of the Ganga, Yamuna and the invisible river Saraswati. Preparations on a very large scale were made for the maintenance of law and order and for providing basic amenities to the pilgrims estimated at more than 25 lakhs. The whole Mela area was divided into three broad sectors. The most important of them was the proper Mela area. The other two sectors included the city of Allahabad and the Railway Station. Police and security forces in large numbers were mobilized from all over the State and stationed at Allahabad. In addition to the normal civil and traffic police, sixty-five P.A.C. companies were posted there. They included Women Police Force, commandoes, dog squads and secret police contingents.

The first holy bath festivity was held on the Makar Sankranti Day (14 January). More than 10 lakh pilgrims were expected to take the holy dip on this day, but contrary to expectations only about three lakh pilgrims turned up on that day. The second holy dip day fell on 30 January, Moni Amavasya. On this day also, contrary to expectations, only about four lakh pilgrims took the holy bath. The third holy bath day fell on Basant Panchmi, 4 Feb, 1995. On this day about 20 lakh pilgrims assembled to take the holy bath. It was the day of trial for the administration and the police. However the day passed off peacefully. No untoward incident of any kind occurred. This speaks highly of the foresightedness and competence of our administration and the police.

Exercise

Write short reports in about 150 words each on the following topics :

1. The outbreak of plague in Gujarat.
2. The recent earthquake that occurred in Maharashtra.
3. An assessment of Literacy Campaign in your District.
4. The law and order situation in Kashmir.
5. The law and order situation in your District.
6. Any international game or sports meet that you have seen.
7. The repeated occurrences of floods in your District.
8. Assembly elections in your State.
9. Parliamentary elections in your constituency.
10. The Flag Hoisting ceremony on the Republic Day in your University.