

ORNELLAS HIGH SCHOOL

Std: 9 B

Subject : English Writing Skill

Topic : Report Writing.

REPORT WRITING

A report is a non-fiction account that presents and/or summarizes the facts about a particular event, topic, or issue.

Generally, there are two types of reports :

1. newspaper report

A newspaper report is one which is published in a newspaper.

2. a magazine report.

a magazine report is generally written for a school magazine.

Magazine and Newspaper Report

MAGAZINE REPORT

Heading

By line

Opening paragraph

Account of the event

Conclusion

NEWSPAPER REPORT

Headline

By line (along with the designation)

Place and date

Opening paragraph

Account of the event and witness remarks

Conclusion

Report Writing Format

- **Heading:** A title that expresses the contents of the report in a descriptive manner.
- **Byline:** The name of the person who is responsible for drafting the report. It's usually included in the query. Remember that you are not allowed to include any personal information in your response.
- **(introduction):** It The '5 Ws,' or WHAT, WHY, WHEN, and WHERE, as well as WHO was invited as the main guest, might be included.
- **The account of the event in detail:** The order in which events occurred, as well as their descriptions. It is the primary paragraph, and if necessary, it can be divided into two smaller paragraphs.
- **Conclusion:** This will give a summary of the event's conclusion. It might include quotes from the Chief Guest's address or a summary of the event's outcome.

Things to Keep in Mind

- Write a concise and clear title of the report.
- Always use the past tense.
- Don't explain the issue in the first person, i.e. 'I' or 'Me'. Always write in the third person.
- Put the date, name of the place as well as the reporter's name after the heading.
- Structure the report by dividing it into paragraphs.
- Stick to the facts and keep it descriptive.

Q1. MMD School, Nashik, recently organized a science symposium on the topic: 'Effect of pollution on quality of life'. You are Amit Raazdan, editor of the school magazine. Write a report on the event for your school magazine. (120 – 150 words)

Answer:

Report on Science Symposium held at MMD School, Nashik

-Amit Raazdan, Editor of the school magazine

A symposium was organized on 1 January 2021 in the school on the topic "Effect of Pollution on Quality of Life". All the science students were a part of the elucidative program.

The event started with the felicitation of the guest speakers. Thereafter, the participants were espoused by Sh. Suraj Prakash. He acquainted them with the objectives and goals of the workshop. The resource person Dr. Hari Om Gupta reflected his profound knowledge on the topic and highlighted how important it is to curb the menace of pollution.

An exalting demonstration of the effects of pollution on our lives galvanized the engrossed participants. After the lunch break Dr. K.K. Arora, Resource Person, exhibited the possible steps that can be undertaken at the personal level to reduce pollution. It was followed by another session on the basic concept behind pollution reduction which triggered the young minds into thinking innovative ways.

An interactive concourse ignited the inquisitiveness of participants. They have committed themselves completely to bring about a change in the situation. The informative workshop culminated with a vote of thanks proposed by the head of the science department.

Q2. A major bus mishap which left several people seriously injured took place at Nicholas Road, Nungambakkam, Chennai. Luckily no life was lost. Collect the information from the eyewitnesses and send a report in 100-125 words to 'The Indian Times'. You are Vinod, a reporter.

Answer:

Bus Mishap

Vinod, Staff Reporter

Nungambakkam 14th February, 20xx:

A major bus mishap took place at Nicholas Road in Nungambakkam, Chennai yesterday at about 10 a.m. It resulted in serious injuries to almost twelve of the twenty-five passengers who were on board the bus. Luckily though, there was no loss of life. An eyewitness accounts how the high speeding bus overturned when it took a sharp turn in an attempt to avert a collision with a truck that was coming in the wrong direction.

The authorities have arrested the truck driver for his negligence. The bus driver could not be taken into custody for over speeding as he is admitted in hospital with grievous injuries. The state government has announced a compensation of Rs. 25,000 for those seriously injured and Rs. 10,000 for those whose injuries are not very serious. A state-level inquiry has also been ordered into the mishap.

