

## Report Writing

### General Tips:-

- 1) Write a report in the past tense.
- 2) Give title to the report.
- 3) Write a report in two or three paragraphs.
- 4) Give events as they happened.
- 5) Give detailed information about the programme or event.
- 6) Give nature or name, occasion, organizers, date, time and venue of the event in the report.
- 7) All the information given in the report may be imaginary.
- 8) Give the details of chief guests, participants etc.
- 9) Use simple and clear language.

### NEWS/REPORT WRITING

Headlines are given in the questions . Students have to develop news from that headline. Generally the news of accidents, sports, strike, rain, celebrating, shooting, looting and blast ask to write.

### Parts of the News/Report

**1. The Headline** - Write the given headline in capital letters. It should be in Present Tense. Avoid articles, prepositions, helping verbs and conjunctions.

### 2. Dateline- Includes

i) **Name of reporter or news agency:** e.g. **By our Reporter/By our local Reporter**

ii) **Date:** e.g. **August, 2**

iii) **Name of city/town:** e.g. **Mumbai.**

3. **The Lead /Intro:** The first paragraph of news is known as lead because it leads readers to the second paragraph of news. It should be of three /four lines or within 30 words. This paragraph provides answers to the questions like who, how, where ,when, why and what. These questions are asked in respect of the event or incident that happened.

4. **Continuing paragraph.** It gives the detailed description of the event. The sequence of description is most important, important, less important ,least important.



## Format of News Report.

- HEADLINE
- DATE LINE
- INTRO
- Continuing Paragraph.

### Examples

1] Q. Write a report of the Celebration of **Independence Day** in your college.

Ans- **Report of Celebration of Independence Day**

It was a day of joy and energy for us when we were celebrating India's Independence Day. The celebration was held on college grounds with the flag hoisting by our Principal.

This occasion started at 7.15 a.m. Students and teachers gathered on the college play ground and stood in rows. We sang various patriotic songs. We also gave various encouraging slogans. The principal came with the chief guest. The principal hoisted the National Flag. We saluted the National Flag and sang the national anthem 'Jana Gana Mana'. The principal gave a lecture on the importance and value of independence. Many of us who achieved success in various fields were honored by the principal and the chief guest. Then all gathered in the multipurpose hall for the cultural programme. Dance, drama and group songs were presented at the occasion. The college representative gave a vote of thanks at the end of the programme.

### 2] 12 KILLED IN BUS ACCIDENT

Solapur: 15th December. By Our Staff Reporter, **learning App**

About 12 persons were killed and 13 injured in a strange accident when a bus struck a huge tree at 4 a.m. on Pune-Solapur highway near Degaon due to brake problem of the bus.

The super-express bus coming from Chiplun and bound to Solapur came near Degaon at 4 a.m. .It suddenly struck a huge tree . The accident was very horrible .The front part of the bus was completely damaged. Many people could not understand as they were in sleep. The driver of the bus who escaped unhurt said to have lost control as the brake failed. The bus was carrying 6 passengers .Out of 12 persons 9 died on the spot and 3 died in the hospital. The injured were admitted to the civil hospital. The government declared Rs. 100000/- each for families of the dead. The police arrived with an ambulance after an hour.

### 3] HEAVY RAINS DISTURBED THE LIFE IN WESTERN MAHARASHTRA

**Mumbai, July ,15. By Our Reporter,**

Heavy torrential rains for 3 rd day with strong winds have caused havoc in Mumbai and Konkan area of western part of Maharashtra taking 5 lives and bringing all activity to stand still.

In the last 24 hours this area received a total rainfall of 10 mm. Roads and rail traffic were badly affected in the entire area .A few districts like Alibag reported disruption of telephone lines. Most of the main roads were completely flooded. In many areas the electric poles have fallen down. Mumbai faced a blackout due to the power cut. Several low lying areas were flooded rendering

many huts and pavements dwellers homeless. The municipal authorities promised to clear the drainage . the local M.L.A. visited the scene and promised financial help to affected people. The forecast for tomorrow indicates that the rains would abate.

#### **4] FOOD POISONING AFFECTED 50 SCHOOL CHILDREN**

**Mumbai, February, 21**  
**By a Staff Reporter,**

Over 30 children were battling for their lives in Sion Hospital after they had consumed sweets distributed by the school at a function, yesterday.

The students of the General English High School, King Circle were given sweet brought from a local shop on the occasion of Annual Day celebration of the School. Immediately after consuming sweets the children felt nausea and dizziness. Some started vomiting and were rushed to Sion Hospital. The police have registered a case against the shopkeeper and arrested him. Parents were worried for the speedy recovery of their children.

#### **5]Recently there was a candle march near Gateway of India, Mumbai to protest against the violence against women. Write a report on this incident.**

**Candle march near Gateway of India**  
**Mumbai. 5th March, 2015,**

Yesterday, the roads in Mumbai were a complete block. It seemed that the whole of Mumbai was on the streets. The streets looked a stream of yellow water. People from all over Mumbai marched the Mumbai streets in order to protest against the recent evil crime against Nirbhaya. "The Gateway of India" was lit up with lakhs and lakhs of candles that were placed. The street near "The Gateway of India" was covered with flowers to mourn the incident. People demanded death for the criminals. The electricity in the complete area was shut off only the candles were alight in order to show the displeasure against the Mumbai police and their inefficiency.

One of the lady present there said, "It is extremely disheartening to see that even in this modern era men treat their women the way this crime was committed. The criminals must be hanged." Men were also present in large numbers to show their support. A young boy said, "Boys need to be taught to respect girls since their childhood. Only then such crimes can be done away with".

#### **6] Write a report of about 20 lines on a Tree Plantation Programme**

Organized by the Science Club of your school to be published in the Science Bulletin .

##### **Abdul Kalam Science Club Organises Tree Plantation**

June 15 : The first project of the Abdul Kalam Science Club of our school this academic year was the Tree Plantation programme along the 90 feet road Dharavi. Permission was taken from the Municipal Commissioner .

The Mayor was present at the ceremony which was held in a small pandal erected for the purpose . Mr. Sachin Tendulkar, the well – known Cricketer , donated the saplings and the protective steel cages to be placed around the saplings . The Mayor expressed his delight at the enthusiasm of the young scientists for the environment . Our beloved Principal also spoke a few words . Then the students set about digging pits at intervals of 50 feet . 16 saplings were planted in all , on either side of the road . The President of the Science Club then spoke , solemnly promising to supervise , with his team , the maintenance of the trees as they grew . Since it was a holiday many students from the neighbouring schools were also present .

Everyone cheered the President and the Club members . It was a very satisfactory day for all .

## **7] Write a report for the school magazine about the health exhibition in your school.**

### **Exhibition on Health Care**

March 31 : An exhibition on health care was held on The General English High School grounds on March 29th . T

here were many stalls, some of them providing free check – ups. Many doctors volunteered to be part of the Health Care Camp. There was free testing of eyes. The stalls were taken care of by the students of the school. Here charts and models prepared entirely by students were put up . One was on the care of the teeth and another one was on diabetes. There was an elaborate chart on physical fitness as well. The Chief Guest of the ceremony, Shri Ajith Kumar, was quite impressed by the efforts of the students and the school staff. He thought that this was a unique effort on the part of the school and was full of praise for the students in his speech .The programme began at 8 a.m. and lasted till 6 p.m. More than 700 children and parents visited the exhibition . All it was a grand success.

## **8] Society for Detection of cases of child Labour**

August 28 : A special society was formed on August 5 by a team of students of The General English High School, to detect cases of child labour in the town .

It was not an easy task and stiff opposition came chiefly from those who employed children to work in their establishments . The society surveyed the situation in restaurants , small business enterprises and at the railway station . Many cases were also detected along the creek where loading and unloading of goods from boats was a major business .

Members of the Senior Citizens' Forum rendered their wholehearted support . Their presence was very helpful while visiting the homes of the children concerned . The persuaded to send their children to school . The help of the town Municipal School has been sought for their admission . Five children have already been admitted to this school . But the total number of cases detected is over 1000 . the society faces a challenging task ahead.

## **Model English School – The Cleanest School Award**

February 27 :

25<sup>th</sup> February was a great day for the students of Model English School .On that day we were given the 'Cleanest School Award ' by the Mayor , Shri Abdul Kalam. Every month , from June onwards ,there have been spot checks by members of the Municipality and we have always emerged shining . The concept of cleanliness has now become a part of us – it has sunk into our blood !

Every class has its own ' Cleanliness' prefect . Every corridor on every floor of the school has its 'Cleanliness ' monitor . Then the posters , the debates, the meetings and the camps held by students at every class level Went towards creating a very strong awareness about cleanliness . It was a united effort and the one for which we have to thank, in a large measure , our wonderful Principal and our teachers . They backed us at every point . This award belongs to the whole school . Every member of the staff our principal richly deserve it .

## **10] Republic Day at Model School**

Jalgaon , January 28 : This year , the Republic Day was celebrated with great enthusiasm at Model School.

It was a special occasion because Virat Kohli was to be felicitated for winning the target – shooting gold medal at the Police Academy .

The National Flag was unfurled at 7-30.a.,m. by the Chairman of School Management . The National Anthem was played by the school band while everyone stood respectfully to attention . Meena Rawat from Std . II then recited a poem ' Mera Hindustan ' . She was excellent despite her tender age . Then Saurav Rane , a student from Std . X spoke on ' Why I am proud to be an Indian ' . Saurav is a good speaker and was notably impressive that day . The Principal in his address emphasized the need to uphold the democratic ideals .Virat Kohli was given the award amidst loud cheering .Sweets were distributed and the gathering dispersed after the singing of the National Song .

**11] you have recently visited a science exhibition on Environmental Pollution organized by the Education Department**

**Science Exhibition on Tilak Grounds**

Pune , February 10 : The Science Exhibition on Environmental Pollution organized by the Education Department of Pune was both informative and edifying . It was held on the Tilak Grounds . There were about 15 stalls in all featuring various aspects of Environmental Pollutions . Charts , models and slides were used to provide information about land pollution , water pollution and air pollution .There was one section on noise pollution . One section featured acid rain and showed how it was caused by gases emitted by motor vehicles , factories and power plants that burn coal or oil . It's terrible effects on lakes , streams , marine life and drinking water were vividly illustrated . There was one section on ' Recycling ' as a means of controlling pollution .

**12] Your school Yavatmal Secondary School, Yavatmal celebrated 'No Tobacco Day' on 4th September Write a report in 100-125 words on the activities performed for your school newsletter. You are Shobita/ Sameer, Cultural Secretary of your school. Invent the necessary details.**

**No Tobacco Day Celebrated**

Kanpur 11th March, 2017 By Shobita, Cultural Secretary

The 'Health Club' of Yavatmal Senior Secondary school; celebrated 'No Tobacco Day' on 4th September in the school premises.

The programme was inaugurated by the Mr. Kumar, the Health Minister of the state and presided by our Principal. A team of doctors from the Safdarjung Hospital rendered their services for the cause. Many cultural programmes were prepared by the Cultural group of the school that included a very interesting play on the theme "Tobacco Kills" which was highly applauded by all. An essay writing and poster making competition also took place. After distributing the prizes, the Chief Guest gave a speech in which he highlighted the problems faced by people who consume tobacco. The team of doctors, through many models, explained the hazardous effects of tobacco use. Finally, the day was concluded after declaring the area no tobacco zone. The day was a huge success.

**13] Your school, Sun Public School, Poona, celebrated 'Environment Day' on 5th November. Write a report on the programme in 100-125 words for your school newsletter. You are Neeta/Naveen, Cultural Secretary of the school. Invent the necessary details.**

**Environment Day Celebration**

By Naveen, Cultural Secretary Poona 11th March, 2017

The 'Environment Club' of Sun Public School celebrated 'Environment Day' on 5th November in the school premises. The programme was inaugurated by the Mr Karuppasamy, the eminent environmentalist and presided by our principal. The function began with a special vandana prepared by the school choir group. Many cultural programmes were prepared by the Cultural Group of the school that included a very interesting play on the theme 'Mother Earth' which was highly applauded by all. An essay writing and poster making competition also took place. After distributing the prizes, the Chief Guest gave a speech in which he highlighted the need of conservation. Finally, the day was concluded after a tree plantation drive. The day was a huge success.

**14. Write a report for a newspaper on the basis of the information given below**

- (i) 26<sup>th</sup> Jan 2023
- (ii) Pune
- (iii) The Pune Book Fair commenced.
- (iv) Opened by the Hon'ble Governor of Maharashtra
- (v) Publishers from the state and outside participated.
- (vi) Nice opening function – large gathering and good sale expected.

**Answer:**

**Book Fair in Pune**

Guwahati: 27 Jan .

11<sup>th</sup> pune Book Fair was commenced from 10<sup>th</sup> of this month at the field of Sandeep Engineering Institute Pune

The Book Fair was inaugurated by the Hon'ble Governor of Maharashtra . A nice opening function was arranged by book fair committee. Famous singer Ajay and Atul participated in the function. On the other hand, many publishers from the state like Kamakshya Book Stall, Bina Library, Jyoti Prakashan etc. participated in the book fair. Many outside publishers also participated this year. Moreover, a huge gathering and good sale was expected by the committee. The ending of the book fair was a very good one.

**15 Annual Prize Day at Rani Laxmibai School**

Guwahati: 17 Feb. The annual prize day of **Rani Laxmibai** School was held in the school auditorium yesterday.

All the students of the school took part in the programme with their parents. There was also a festival atmosphere in the school. The programme was started at about 11.00 a.m. with the help of the students and teachers of the school. The Education Minister was invited as the Chief-guest in the programme.

Moreover, the Education Minister and the other guests were welcomed by the principal. The prizes were given away to the students by The Education Minister. At the end he delivered an encouraging speech to motivate all the students.

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