

REPORT WRITING

What is a report?

A report is a factual description of an issue or a problem. A report is written for a clear purpose and for a particular audience. Various forms of reports are: newspaper reports, inquiry reports, progress or action taken report, a police report, a report of a meeting, etc., each having a distinct character and format.

Generally, two types of reports are asked in the CBSE Class 12 English paper, namely, newspaper report or a magazine report. Newspaper report is the one which is published in a newspaper and magazine report is generally written for a school magazine.

A well written report will must possess the following traits:

- adherence to the specifications of report brief.
- analysis of relevant information.
- structuring material in a logical and coherent order.
- presentation in a consistent manner according to the instructions of the report brief.
- making appropriate conclusions that are supported by the evidence and analysis of the report.

Now, it is very important to follow a proper format. Not to forget that format carries marks.

FORMAT OF A MAGAZINE REPORT

1. Heading: A descriptive title which is expressive of the contents of the report.

2. By line: Name of the person writing the report. It is generally given in the question. Remember, you are not supposed to mention your personal details in your answer.

3. Opening paragraph (introduction): It may include the '5 Ws' namely, WHAT, WHY, WHEN and WHERE along with WHO was invited as the chief guest.

4. Account of the event in detail: The proper sequence of events that occurred along with their description. It is the main paragraph and can be split into two short paragraphs if required.

5. Conclusion: This will include the description of how the event ended. It may include quote excerpts from the Chief Guest's speech or how did the event wind up.

FORMAT OF A NEWSPAPER REPORT

1. Headline: A descriptive title which is expressive of the contents of the report.

2. By line: Name of the person writing the report along with the designation. It is generally given in the question. Remember, you are not supposed to mention your personal details in your answer.

3. Place and date of reporting: It is generally not mentioned in a magazine report separately, but here, it is.

4. Opening paragraph: It includes expansion of the headline. It needs to be short as it is a general overview of the report.

5. Account of the event in detail: It is generally written in two parts: First, complete account of what happened in its chronological sequence (preferably) and second, the witness remarks.

6. Concluding paragraph: This will include the action that has been taken so far or that will be taken. It is the last paragraph.

Talking about marks, it comes as a 5 marks question. The breakup for which (as per CBSE Marking scheme for 2023-24) is as follows: Format (Heading and Reporter's name): **1 mark**, Organization of ideas: **2 marks**, Content: **1 mark**, Spelling and grammar: **1 mark**

Tips to attempt a question on report writing format:

Here are a few valuable tips for you to attempt the class 12 English writing skills – report writing question in a better way.

- Make sure you use language which is suitable for the audience you are addressing to. Usage of complex vocabulary for addressing children is not advisable.
- Make sure you write in paragraphs.
- Practice previous year question papers.
- Read as many samples as you can. It will give you an idea as to how they are actually written.
- Read the question at least twice and highlight the important information. It is very important to understand the question and read between the lines. Albert Einstein once said,

“If you can’t explain it simply, you didn’t understand it well enough.”

- Plan before you pen. Just make a list of all your important points on the rough sheet (last sheet of your answer booklet) so that you do not forget relevant points while writing. This also helps you in maintaining a sequence, which is very important.
- Presentation is very important.
- Make sure you double check for grammatical accuracy and spellings. They carry marks.
- Leave adequate number of lines between paragraphs to make it looks clean.
- Underlining the main points is very important. But it is advised to do it after finishing your exam. Use a dark blue pen and scale for underlining.
- Make small sentences. It restricts the scope of grammatical inaccuracies.

1. Your school had recently arranged a musical night in the school auditorium. Write a report in 100-120 words on this programme, for your school magazine. You are Mahima/Mahesh, Cultural Secretary of Vasant Public School, Delhi. Invent the details.

A MUSICAL NIGHT

By - Mahesh Gupta (Cultural Secretary)

Delhi; 6th November, 2023: To promote awareness towards cultural activities and to enhance the talent of students, particularly in the field of music and dance, the management and staff of Vasant Public School organised a musical night in the school auditorium on 4th November, 2023. Mr. Prabhu Shekhar, the D. M. of Delhi, inaugurated the programme as the chief guest. Many other reputed people from various schools and institutions were also present. The programme began with the invocation of Goddess Saraswati. After that many colourful programmes were presented by the students. Natraj stuti and Dance Drama – Save the planet – stole the show. Participants were very enthusiastic about the event. Many of them performed quite well and received great applause from the audience. Parents of almost all the students were also present. One girl, Aditi, of class XII won the heart of everyone present there by her melodious song. One group of boys and girls performed the folk dance that represented the cultural heritage of our state. In his address, Chief Guest appreciated the efforts made by children and wished them all success. The event ended with the vote of thanks. It was a fascinating show.

2. You are Sakshi/ Ajay of Jan Kalyan School, Delhi. Your school organised an inter-school debate competition last month. Write a report of this event in 100-120 words for your school magazine giving details like schedule, venue, topic, winners etc.

INTER-SCHOOL DEBATE

By – Sakshi

Delhi; 15th September, 2023: An Inter School Debate was held at Jan Kalyan School, Delhi on 14th September, 2023. It was a very successful event due to the enthusiastic participation by the students. The topic chosen was interesting, 'Nothing is Permanent Except Change'. The judges were renowned personalities from education, media, and journalism. The debate started sharp at 9 am in the school auditorium. Intelligent and lively expression of points and counterpoints by the speakers charged the atmosphere. There was rebuttal from the audience to test the speakers further. The judges had a tough job picking up the best from the best. The announcement of results brought great cheers and some disappointments. After the debate the guests were served refreshments. Thus our annual event came to a happy ending.

3. Literary Club of your College organized a panel discussion on Brain Drain for the benefit of the senior school students. Write a report for your College magazine, about the event.

BRAIN DRAIN

By - Rajesh V. Kumar

Patna; 30th August, 2023. "The Problem of Brain Drain could be tackled very easily with the willing cooperation of students". This was the finding of the students who listened to the panel discussion at St. Patrick's College Patna. Inaugurating the discussion, Dr. Charan T. Verma, Dean of career studies M.G. University said the new Economic policy could provide avenues to the unemployed youth of the country. 150 students from across the state were benefited out of the Panel Discussion. Messrs. Mallikarjuna, Industrialist from Noida V. R. Shukla, Psychologist Kiran and Professor S.V. University, were the members of the panel and the panel discussion was followed by a Brain Storming session on "Issues before the Nation" moderated by Sri. J. A. Balakumar, Professor, Delhi University. In the post-lunch session, the participants had a group discussion on various issues related to Brain Drain.

Dr. Kamalakkar, Bursar of the college, in close association with the college Literary Club had made elaborate arrangements.

5. Write a news report on the inauguration of a science exhibition which was attended by a VIP.

(Note: When a VIP attends the function, the function may become less important and the VIP gets prominence in the report.)

"SCIENCE HOLDS INDIA'S FUTURE" – KALAM

By – Nadeem

Agarthala; 28th August, 2023: It is science that holds the destiny of India's future says Dr. A.P. J. Abdul Kalam. Inaugurating a science exhibition in one of the schools here, Dr. Kalam said that students will have to study science for its own sake and not for becoming a doctor or an engineer. "The development of the country much depends on the Scientists who could help solve problems faced by the nation in different fields" The dream of every citizen to see India as a super power will soon be fulfilled if the students' energy and enthusiasm are properly channelized. The exhibition was organized under the aegis of Lions' Club of Agarthala. Earlier during the day, he visited an orphanage and spoke to the children for over an hour and lunched with them

6. Write a news report on a road accident you witnessed.

24 KILLED IN ROAD ACCIDENT

By - Jaya Prakash

Agra; 29th August, 2023: Twenty-four people including a woman and a two-month baby were killed in a tragic road accident involving a truck and Tata Sumo at Najafgarh, a village 14 km from here. The ill-fated Tata Sumo was carrying a marriage party from Delhi to Mathura. The truck carrying industrial goods to Noida collided head-on with Tata Sumo killing twelve of them on the spot. The injured were immediately rushed to Dr. RML Hospital where eight succumbed to injuries. The Police have registered a case against the truck driver and they are on a man hunt. Eye – witnesses commented that it seemed the negligence of the truck driver that caused the accident. It was really a heart touching scene.

7. Maxim Gorky School, Delhi, celebrated 'Nutrition Week' from 1st September to 7th September by arranging inter-school cookery contests, oratorical, painting and poster competitions, besides talks by eminent nutritionists and medical professionals. There was an overwhelming response from students and parents. Prepare a report in 120-150 words to be published in your school magazine. You are Arjun/Anita, School Pupil Leader.

NUTRITION WEEK

By : Anita (Pupil leader)

New Delhi; 8th September, 2023: The ever active Health Club of Maxim Gorky School, Delhi, celebrated 'Nutrition week' starting from September 1 to September 7, 2023. Renowned holistic health and fitness guru, Mr. Mickey Mehta graced the occasion with his presence as Chief Guest on the inauguration day. He spoke about why exercise is important to stay fit. Other eminent nutritionists who visited the school throughout the nutrition week also shared ideas about choosing a healthy life style and food alternatives. Medical professionals were also invited to the event, who conducted health check-ups for students, teachers and staff members.

Throughout the week, the school witnessed a variety of cultural programmes, such as inter-school cookery contest, oratorical, painting, poster making competition, etc. There was an overwhelming response from students and parents who even invited their friends and family to the event.

The celebration ended with distribution of prizes and certificates among winners of various competitions, which took place during the 'Nutrition Week'

8. A few teachers and students from the Edwin University had visited your school on an exchange programme. You welcomed them grandly. Write a report in 120-150 words on the celebration. You are Brijesh/Benu.

AN ENLIGHTENING EXCHANGE PROGRAMME

By : Benu

Gurugram; 12th February, 2023: Four teachers and fourteen students of Edwin University, London visited our school on a month long exchange programme, which commenced on Monday, February 11, 2023. They were given a grand welcome by the Principal, teachers and students of our school. The school was beautifully decorated and sported cheerful welcome posters for the delegates everywhere.

The grand inaugural event began with the welcome speech by our school Principal followed by a vote of thanks by the Head of the Department, Cultural Affairs, Edwin University. Their speeches focussed on explaining the students about the importance and features of this

exchange programme. This was followed by a cultural programme that was presented by the students of both schools. The highlight of the event was the folk dance presented by the students of class-XII. The music and the beats of the song made the students of Edwin University dance along. Later a group song by the student delegates of Edwin University, which they performed in Hindi, came as a pleasant and enjoyable surprise. With exchange of new learning and teaching methods, this exchange programme was truly a learning experience for the visitors as well as the host school.

9. You are Mridul/Mridula, an HT correspondent. You witnessed a protest rally by a youth organisation. Mentioning the purpose of rally, places covered and reaction of public, write a report in 120-150 words for your newspaper.

PROTEST RALLY AGAINST RAMPANT CORRUPTION

By : Mridul Gupta (HT Reporter)

New Delhi; 24th May, 2023: Members of the Young Urban Volunteers Association (YUVA), a youth organisation, held a protest rally on 23 May, 2023. Young boys and girls of YUVA organised the rally to raise their voice against rampant corruption in the society. The four hours long rally saw participants from various age groups who took to the road at 11:00 a.m. sharp. The rally started from Connaught Circus and moved further to Janpath. From there the rally group walked to various iconic places of capital city, singing patriotic songs and shouting slogans on anti-corruption. The rally finally stopped at Qutub Minar where the youth representatives of YUVA performed a street play on corruption and how to curb it. The attempt to spread the message of protest against corruption proved quite successful with general public joining in and vowing to fight against it.

10. Your school had recently arranged a musical night in the school auditorium. Write a report in 120-150 words on this programme, for your school magazine. You are Mahima/Mahesh, Cultural Secretary of Vasant Vihar Public School, Itarsi. Invent the details.

A MUSICAL NIGHT

By : Mahesh Gupta(Cultural Secretary)

Itarsi;6thApril, 2023: To promote awareness towards cultural activities and to enhance the talent of students, particularly in the field of music and dance, the management and staff of Vasant Vihar Public School organised a musical night in the school auditorium on 4th April 2023.

Mr. Prabhu Shekhar, the D M of Itarsi, inaugurated the programme as the chief guest. Many other reputed people from various schools and institutions were also present.

The programme began with the invocation of Goddess Saraswati. After that many colourful programmes were presented by the students. Natraj stuti and Dance Drama – Save the planet – stole the show. Participants were very enthusiastic about the event. Many of them performed quite well and received great applause from the audience. Parents of almost all the students were also present. One girl, Adhiti, of class XII won the heart of everyone present there by her melodious song. One group of boys and girls performed the folk dance that represented the cultural heritage of our state. In his address, Mr. chief guest appreciated the efforts made by children and wished them all success. The event ended with the vote of thanks. It was a fascinating show.

QUESTION BANK

1. You are Neha / Nayan, a consultant in Sai School of Management. You organised a 'Seminar on Right to Education Act for Teachers and Students' in which educationist were invited to talk on the topic, its problem and implications. Write a report about it in 120-150 words for the school magazine.

2. You are Preeti / Pratik, head of Health Club, KV, Belagavi. Your Club organised a talk to make students aware about alarming use of chemicals in vegetable and fruits. Experts from medical field and consumer forum were invited to answer the queries of the audience. Write a report in about 120-150 words for your school magazine.

3. You are Saurabh / Saurabha, Secretary, Guidance & Counselling Club, New Horizon Public School, Bengaluru. Your school recently conducted a 'Career Mela' for plus two students to make them aware about various career options available in today's world. Write a report on the topic 'Career Mela' in 120-150 words for your school magazine.

4. You are Akshay / Akshita, a press reporter with The Times of India. Recently a few trains were cancelled due to fog in winter. Passengers were stranded at the New Delhi Railway Station. Write a report in about 120-150 words highlighting the problems faced by the passengers.

5. You are Sagar/ Sagarika, a staff reporter with The Hindu. Incessant rains have caused irrecoverable damage in the North Eastern States. The Central and the State governments organised a flood relief programme where various flood relief measures were carried out. As a newspaper reporter, write a report in 120-150 words about the programme to be published in the newspaper.