

REPORT WRITING

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A report is a written account of an incident heard, seen, done or experienced and meant to be published about an event that has taken place in the past.

A report must have a good introduction, complete reporting and proper conclusion.

POINTS TO REMEMBER:

1. Write the headline at the top.
2. Write the name of the reporter below it.

(a) Newspaper Report –

Headline

- (Writer's Name)

Staff Correspondent, The TOI

Date and Place

Para 1

Para 2

Para 3

(b) School Magazine Report –

Headline

- Writer's Name, Designation

Para 1

Para 2

Para 3

3. Subject matter should be in 3 or 4 paragraphs.
 - (a) Paragraph 1- Introduction-Expansion of the headline. Mention what, date, time, place.

(b) Paragraph 2- Body-Mention details of the incident, causes, consequences, effects, guests, steps, activities, people involved and other relevant details.

(c) Paragraph 3- Conclusion- Reactions or statements of people or promises by authorities or steps taken.

4. Use past tense.
5. Report in third person, generally in passive.
6. Keep the report coherent and logical.
7. Pay attention to grammatical accuracy, spellings and use good vocabulary.
8. Avoid irrelevant information and repetition.

Word Limit: 120-150

Marks Distribution: 05 M

Format: 01 M (Heading and Writer's Name)

Content: 02 M

Expression: 02 M

Grammatical accuracy, appropriate words and spellings (1)

Coherence and relevance of ideas and style (1)

EXAMPLES

1. You are Rakhi/Rakesh, the Head Girl/Boy of Sardar Patel Public School, Ranchi. Write a report in 120-150 words for the school magazine on the Inter-School Debate Competition that was organized in your school recently.

INTER SCHOOL DEBATE COMPETITION

- Rakesh, Head Boy

Sardar Patel School organized an Inter School Debate Competition on 29th August 2020 from 10 a.m. to 1 p.m. in the School Auditorium. Twelve prestigious schools of Ranchi participated in the much awaited debate.

The Principal, Mrs. Shampa Gupta introduced the Chief Guest, Dr. Suraksha Sharma, the HOD of English of Government Arts and Commerce College, Ranchi. A panel of four judges from different schools presided the competition. The participants debated enthusiastically on the motion, 'Examinations are not a true reflection of a student's ability'. They made their arguments more

emphatic with their righteous facial expression and voice modulation. They also interjected other speakers.

The best team prize was bagged by St. Francis School. The judges congratulated the winners heartily. The Chief Guest gave a motivating speech about the role of examinations in life. The Principal proposed the Vote of Thanks. Overall, the competition was an enthralling experience for the speakers as well as the audience.

2. You are Sanjay/Sanjana , a reporter with The Times of India. You witnessed a fire accident in a crowded market in Bhopal. Write a report in 120-150 words to be published in the newspaper. Invent necessary details.

FIRE ENGULFED CITY MARKET

- Sanjana, Staff Reporter, The TOI

4th September 2020, Bhopal

Over a hundred persons were trapped for two hours when a devastating fire broke out yesterday in the City Market, Gandhi Nagar between 4 p.m. and 6 p.m. Though no casualties were reported officially, fifty people were injured.

The fire broke out around 3.45 p.m. due to a short circuit in the main line and spread quickly. There was panic and stampede as people rushed out of the overcrowded market place. Fire brigade and police arrived at the spot within half an hour. About a dozen firemen

battled for two hours to bring the fire under control. The loss incurred is estimated to be about one crore rupees.

The injured were rushed to Maharaja Ranjit Singh Hospital. Many people sustained minor burns. The police is investigating the matter. An enquiry has been ordered into the mishap.

VALUE POINTS FOR REPORTS

A. Robbery/ Accident/ Calamity/ Disease Outbreak/ Civic Problem

1. Catchy Headline
2. Give reason, if any/ motive
3. Details in brief
4. Eyewitness account
5. Casualties, damage, etc. (if any)
6. Actions taken
7. Relief measures (if applicable)
8. Conclusion/ comments

B. Cultural/ Sports Events

1. Occasion/ organizer/ sponsor, etc.
2. Date, venue, time
3. Chief Guest/ special invitees
4. Objectives and main highlights of programme
5. Prize distribution/ Annual Report (if any)
6. Message by Chief Guest/ dignitary
7. Vote of Thanks
8. Overall response

C. Competitions

1. Occasion/ organizer
2. Date, venue, time, objective
3. Name of the competition, level, topic, if any, participation
4. Inaugural ceremony/ welcome
5. Chief Guest, judges, etc.
6. Highlights related to performance, result, etc.
7. Prize distribution
8. Special remarks/ address (if any)
9. Vote of Thanks

D. Workshop/ Seminar/ Talk

1. What, by whom, for whom
2. Date, venue, duration, etc.
3. Guest speakers, panel of experts, etc.
4. Chief Guest, invitees, etc.
5. Activities undertaken
6. Aids used- PPT, Audio-Visual, charts, documentary films
7. Literary or field activities (if any)
8. Interactive session, question-answer round (if any)
9. Expert's comments
10. Vote of Thanks
11. Overall effect

E. Rally/ Drive/ Campaign

1. What, by whom
2. Duration, venue or places covered
3. Objective, motto (if any)
4. Activities undertaken
5. Any display/ educational material used, like banner, placard, pamphlet, etc.
6. Special remarks by a dignitary/ Chief Guest, etc.
7. Overall success

F. Camp/ Visit/ Exhibition

1. Place, destination, etc.
2. Organizer, sponsor (if any)
3. Duration, date, etc,
4. Number of persons/ visitors, etc.
5. Description as applicable
 - purpose and nature of camp, activities undertaken
 - places of sightseeing, food, scenic beauty
 - theme of exhibition, type, range, quality of exhibits
6. Overall response

*Thank
You*