

A report is a brief account of an event that has already taken place. The report helps in recording the events of importance that occur in our day-to-day life. It attempts to present the firsthand information of an incident or event. A report of an event presents a record of events that took place. A report of an event includes one's ideas, opinions and impressions about the event.

◆ **Points to Remember:**

- Mention the place, date, time and other relevant facts about the event.
- Include information collected from the people around or affected by the event.
- Write the name of the reporter.
- Provide a suitable title/heading.
- Write in past tense.
- Write in reported speech and use passive form of expression.
- Develop ideas (causes, reasons, consequences, opinions) logically.
- Write in a less formal and more descriptive manner, while writing a report for a school magazine.
- Present your ideas and impressions to make the report interesting.

● **Magazine Report Format**

1. **Heading**- A descriptive title that 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. **The 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. **The 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 a description of how the event ended. It may include quote excerpts from the Chief Guest's speech or how did the event wind up.

● **Newspaper Report Format**

1. **Headline**- A descriptive title that 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 the expansion of the headline. It needs to be short as it is a general overview of the report.
5. **The 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.

◆ Marks will be awarded for:

1. Title
2. Reporter's name
3. Content
4. Expression: Accuracy + Fluency

Question 1.

You are Sweety/Suresh of L.M. Jain School, Ajmer. As Secretary of your School Co-curricular Activities Club, you visited a slum area in your city where the people suffered a great loss of life and property in a massive fire. The students of your school rendered their services and material help to the victims. Write a report in 100-125 words for your school magazine. (Delhi 2010)

Answer:

Students Service To Victims Of Fire

By: Sweety

L.M. Jain School

14<sup>th</sup> February, 20xx. A major slum area in Vilas Nagar was gutted by a massive fire on 10<sup>th</sup> February, 20xx. The fire whose exact cause is still not very clear caused extensive damage to life and property. Ten persons lost their lives, many were injured and about two hundred people were rendered homeless. Our school joined and relief to the victims. The students of our school got together and collected food packets, old clothes, medicines, utensils, etc. To be distributed to these homeless and

helpless people. Ten students and three teachers personally visited this slum area to ensure proper and fair distribution of the items that had been collected and thus provided some relief to these unfortunate people in their time of crisis and misery.

You are Sandhya/ Sohan an active member of the Animal Lovers Club which works for the welfare of animals by preventing cruelty to them. Recently you visited Mahatma Gandhi Animal Care Home. You were pleasantly surprised to see the good treatment given to the animals. Write a report in 150-200 words on your visit.

You may use the following points: injured dogs and cats – abandoned pets – very old animals – all very well cared for – well-equipped medical room – veterinary surgeon – green surroundings.

(SOURCE- CBSE 2019 compartment)

Answer:

#### Visit Mahatma Gandhi Animal Care Home

-Sandhya/Sohan

Animal Lovers Club was recently invited by the Mahatma Gandhi Animal Care Home for a visit where an opportunity to oversee the working of the organization was given.

It is home to abandoned pets, rescued animals, and the ones injured on the streets. There were many old animals as well. It was astounding to see the quality of care the animals are being given. They have a family-like environment for them. This helps them to heal faster and stay happy.

The animal home has all the facilities ranging from a well- equipped medical room to a veterinary surgeon. Regular check-ups of those unwell by a team of veterinary specialists are carried out.

The surroundings are animal-friendly as well. They are not being ruthlessly kept in cages. They have green surroundings with enough space for them to play and nurture.

Mahatma Gandhi Animal Care Home is doing a mind-blowing job by understanding and fulfilling the needs of those who can't speak for themselves. The experience was an overwhelming one.

Q. Independence Day was celebrated in your school. District Magistrate, Ms. Indu Bala Sharma was the Chief Guest. Write a report on the function in 150-200 words describing all the activities that took place. You are Head boy/Head girl.

(SOURCE- 2019 COMPARTMENT)

Answer:

Title

Byline

GD Goenka School celebrated Independence Day with great enthusiasm and patriotic fervor. On the morning of August 14, 2020, our students presented hand-made greeting cards and tri-color flag badges to the senior management functionaries of the school.

The cultural program at school commenced with everyone singing 'Vande Mataram' followed by flag hoisting by the chief guest, Ms. Indu Bala Sharma, the District Magistrate.

The spirit of freedom and nationalism was well exhibited by the students as well as the teachers through a spectrum of patriotic poems, speeches, quizzes on freedom fighter, songs, and dance.

Committed to the task of nation-building, both faculty and student teachers pledged to serve their motherland through spreading education and serving the community. A presentation on the historical evolution of the national flag of India was shown.

A documentary on the contribution of unsung heroes of Indian freedom struggle like Tirupur Kumaran, Kamla Devi Chattopadhyay, and Khudiram Bose enlightened the audience.

A few of them spoke on the history and significance of the Independence Day and shed light on the special highlight of celebrations this year

It ended with a speech by the principal on the topic, "What does freedom mean to me?" The celebration concluded with the inspiring words of the principal madam, followed by the National Anthem and the distribution of refreshments.

