

Topic: Report Writing

A **Report** is a written composition or, in other words, we can say it is a prepared talk about a particular subject. It is a vivid expression of a personal experience on account of something heard, seen, done, studied etc meant to be published or broadcasted. The most common example is the news reports we read in the newspapers, everyday. Reports can be of many types, such as

1. A newspaper report
2. A report about an event or function at school/institute/ organisation
3. A report about an accident/happening that you have witnessed
4. A report about an enquiry or survey

Format of a Report

1. Headline
2. Byline (Name of the reporter)
3. Opening paragraph
4. Details (Next two paragraphs)
5. Conclusive statement

Examples:

A report about an event

GNPS Rajouri Garden Celebrated World Environment Day by Ravi Sharma

New Delhi, 2nd July, 20XX : Students of Guru Nanak Public School, Rajouri Garden participated in a function to celebrate World Environment Day on 5th June at Vigyan Bhavan. It was also the 30th anniversary of National Museum of Natural History. President of India, Pranaba Mukherjee was the Chief Guest. The other guests included Narain Meena, Minister of State for Environment, S Raghupathy, Minister of State (Forests and Wildlife), Meena Gupta, Secretary, Ministry of Environment and Forests and Sudhir Mittal, Joint Secretary, Ministry of Environment and Forests.

The students presented 'Prakriti Vandana' a song and dance. An effective skit 'Kahan gaya wo dharti ka swarg' was also presented, wherein experts from National Museum of Natural History including Dr Naaz Rizvi and school teachers Jyoti Cheema and Rajvindra Kaur directed the students. The song presentation prepared under the able guidance of Bhupinder Kaur, Inderjeet Kaur and S Amritpal Singh forced the audience to introspect.

The School chairman, S Inder Singh and vice chairman, S Singh Ratra were also present.

The vote of thanks was proposed by the Director, National Museum of Natural History, Dr Venugopal.

What did you observe in this Report?

- The report has a headline that attracts a reader's attention.
- The report tells what, when, where, how (description) and why was the event organised.
- Finally, the report has the name of the writer or reporter.

A report about a survey

75% Children Plagued by Dental Problems : IDA by Sriparna Dutta, Staff Correspondent

New Delhi, 15th July 20XX : According to a recent survey conducted by the Indian Dental Association, 75% of the school-going children are plagued by dental problems, especially tooth decay and bleeding gums. The survey was done to report on the oral hygiene of school students in India.

The survey was held for a period of six months, viz January to June this year in the schools all over India. As a part of the survey, renowned dentists visited 1,000 schools all over the country and conducted a thorough check-up of about 1.5 lakh students.

The most astounding finding of the survey was that only about 20% of the children brush their teeth twice a day. The doctors emphasised on brushing of the teeth and periodical flossing to prevent tooth decay and cavity.

What did you observe in this Report?

- The report has a simple headline.
- The report underlines the purpose of the survey in the opening paragraph.
- The subsequent two paragraphs tell about when and how the survey was conducted.
- Finally, the facts and figures are given.

Solve:

1. You are Vinod/Vinita of Subhash Public School, Gorakhpur. Recently, your school celebrated its Silver Jubilee. Write a report in 150-200 words for your school magazine describing the various programmes arranged in your school for the celebration.

2. Power' shortage is becoming a norm these days. Your city is facing this problem regularly. Write a report for publication in your school magazine in 150-200 words highlighting this problem and offering solutions.