

## International Indian School Buraidah

### English Grammar Worksheet for Class XII

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#### REPORT WRITING

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.

#### FORMAT:

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

Example :

1. Recently your school held a Seminar on Conservation of Water as a part of World Water Day celebrations. As the School Pupil Leader of Maryland School, Gurgaon, write a report in 100-125 words for a local daily. Sign as Pritham/Preeti.

Seminar On Water Conservation  
By: Preeti  
Maryland School,

Gurgaon 16th March, 20xx, Gurgaon: Our school organised a seminar on 'Water Conservation' as part of the World Water Day Celebrations on 13th August, 20xx. The main aim of this seminar was to remind us all about the need to save the government and the non-governmental organisations in providing help water as it is a precious source imperative for our survival.

distinguished environmentalists and eminent personalities were our guest speakers and they reiterated the need not only of conserving water but also spoke at length on how to conserve water by stressing upon the fact that each drop of water is precious. Dr. Yashraj, an eminent environmentalist, suggested rain-water harvesting as one of the best ways to conserve water.

2. our state government has banned the use of plastic bags. You are Amarjeet, a reporter of The National Herald. Write a report in 100-125 words on how the ban is

being ignored and what damage the indiscriminate use of plastic bags is causing to the environment.

3. You are Ramesh/Rani, Sports Secretary, Government Senior Secondary School, Chandigarh. Last Monday an inter-school twenty-over cricket match was played on your school ground. Write a report in 100-125 words on the match.

4. A major bus mishap which left several people seriously injured took place at Nicholas Road, Nungambakkam, Chennai. Luckily no life was lost. Collect the information from the eyewitnesses and send a report in 100-125 words to 'The Nungambakkam Times'. You are Vinod/Vinodhini, a reporter.

5. You witnessed a programme performed by differently-abled persons on Zee TV. You were very much impressed by their performance and were emotionally touched. Highlighting their talent, the reaction of the judges to their performance etc., prepare a report in 100-125 words for your school magazine. You are Gopal/Gopi, Student Editor of the magazine.