

A.B.M. College, Golmuri

English Core

I.Com.

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Report Writing

(Note down the format. Write down the solved example given below in the copy followed by the unsolved question assigned to you as homework.)

Report Writing

Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. The audience it is meant for is always thought out section. For example – report writing about a school event, report writing about a business case, etc. Today we shall learn about the essential elements of Report Writing.

Format

The format of Report writing is

1. Title
2. Summary
3. Introduction
4. Body
5. Conclusion

Format of a newspaper report

- **Headline-** A descriptive title which is expressive of the contents of the report.
- **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.
- **Place and date of reporting-** It is generally not mentioned in a magazine report separately, but here, it is.
- **Opening paragraph-** It includes expansion of the headline. It needs to be short as it is a general overview of the report.
- **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.
- **Concluding paragraph-** This will include the action that has been taken so far or that will be taken. It is the last paragraph.

Report Writing Style

1. The sentences should be in the simple structure.
2. The sentences should be in the active voice.
3. The focus should be in the grammar.

Marks will be awarded for

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

Solved Example

Q1. MMD School, Nashik, recently organised a science symposium on the topic: 'Effect of pollution on quality of life'. You are Amit/Amita Raazdan, editor of the school magazine. Write a report on the event for your school magazine. (120 – 150 words)

Answer-

Report on Science Symposium held at A.B.M. College, Jamshedpur

-By Amit/ Amita Raazdan, Editor of the school magazine

A symposium was organised on 1 March 2020 in the school on the topic "Effect of Pollution on Quality of Life". All the students were a part of the elucidative programme.

The event started with the felicitation of the guest speakers. Thereafter, the participants were espoused by Sh. Suraj Prakash. He acquainted them with the objectives and goals of the workshop. The resource person Dr. Hari Om Gupta reflected his profound knowledge on the topic and highlighted how important it is to curb the menace of pollution.

An exalting demonstration of effects of pollution on our lives galvanized the engrossed participants. After the lunch break Dr. K.K. Arora, Resource Person, exhibited the possible steps that can be undertaken at the personal level to reduce pollution. It was followed by another session on the basic concept behind pollution reduction which triggered the young minds into thinking innovative ways.

An interactive concourse ignited the inquisitiveness of participants. They have committed themselves completely to bring about a change in the situation. The informative workshop culminated with a vote of thanks proposed by the head of the college.

HOMEWORK

Q1. Cultural Society Sunshine Public School, Nellore organised an adult literacy camp in its neighbourhood. Write a report in 150-200 words on the camp for your school newsletter. You are P.V. Sunitha, Secretary. Use the following clues: no. of volunteers – hours spent in teaching – location of the class – chairs, blackboards – no. of people attending the camp – benefit.