

WRITING REPORTS

A Introduction

A report is the description of an event or a situation meant for a particular person or a group of persons. Reports about events, accidents, burglaries, matches, etc., are often published in newspapers. They are meant for their readers. Reports of events like the Annual Day, the Sports Day, etc., are published in school magazines. (Now newspapers also cover such events.) These reports are meant for the students and their parents. We also have students' progress reports, sales reports, etc. These reports are prepared for specific people.

B The features of a report

- The facts contained in the report must be correct.
- These facts should be given in proper order.
- If an event is being reported, it is important to mention the date and time of the event.
- Reports carry headings also.
- Reports carry the name of the writer also.
- Since a report is a formal piece of writing, it must contain only relevant details and should be formal in style.

C Read the following reports to understand clearly how reports are written.

1. Sheila Dikshit's Home Open to School Children

Navya Sethi

New Delhi: October 5, 2006. The official bungalow of Sheila Dikshit, the Chief Minister of Delhi, at 3, Moti Lal Nehru Place, will soon be formally opened to school children for one hour every Tuesday and Friday. This unusual gesture has been made by Mrs. Dikshit to make the children familiar with a wide variety of flora and fauna available in and around Delhi.

The Chief Minister has also got a cabin converted into an activity room for the children. Here they will be provided information about various species. Once in a while, the Chief Minister herself will interact with the children.

A booklet containing relevant information about the various plant and animal species that can be seen at the Chief Minister's residence has also been prepared. It includes interesting information about such trees as fish-tail palm, mulberry, bottle brush, and kadamba. A small pond has been created in the garden to enable the children to study the ecosystem. At least 59 species of birds can be spotted near the pond.

2.

iBL Classes Pvt. Ltd.

Munazzak & Zeeshan

Shaheen Bagh: October 28, 2021. On 27 October, the last Saturday of the month, iB Language Classes, Jamia Nagar organised a poster and slogan-writing competition. The competition was open to the students of iB institute. Posters were to be made on Global Warming, Don't Deny Children Their Childhood: Say No to Child Labour, or Jago Grahak Jago. Slogans were invited on Junk Food, Grow More Trees or Cracker-Free Diwali. Besides unearthing promising talent, the occasion provided a good opportunity to the participants to display their creativity and their concern for issues of great social importance.

Note : If the report is being written for a institute magazine, the name of the city and the date need not be mentioned.

3.

Mathematics Week iB Coaching Centre

Azhar Husain

iB Coaching Centre organised a Mathematics Week from 9 October to 14 October, 2021.

A Mathematics laboratory exclusively for primary student was inaugurated on 9 October by the Director, iB Language Classes. In his inaugural speech,

Mr. Md. Ashique Elahi expressed the hope that the lab would help the student to take a keener interest in the subject.

The students of various classes displayed their charts and models in an exhibition held in the Senior Mathematics Lab. An Inter-institute Mathematics Quiz held on 13 October drew 32 participants from the host institute as well as other prestigious institute of the city. In her final speech, Miss. Farheen Naaz applauded the efforts of the staff and the students in making the Mathematics Week a grand success.

? Exercises.

1. While going to institute, you witnessed a road accident in which a speeding Toyota car ran over an old woman crossing the road. While the driver of the car managed to escape, the poor woman lost her life in the accident. However, an alert viewer noted down the number of the car and reported it to the police. Prepare a report in about 125 words to be published in a local newspaper. Include all the details you think to be necessary.
2. The SEWA NGO of your colony organised a get-together for the residents on the new-year eve. Mr. Amanatullah Khan, the MLA, Jamia Nagar was the chief guest. The programme included the following:
 - dance competition for school children
 - fancy-dress show by kids
 - musical chairs for ladies

- distribution of prizes among the students securing more than 90 per cent marks in board examinations
- recital of humorous poems by the renowned poet Surendra Sharma
- dinner

Prepare a report (about 100-125 words) to be published in the Indian Express.

3. Book Week was celebrated in your school recently. Contests were held on writing poems and stories. A special spellathon was organised for Classes VI to VIII. There was a special two-hour session in which students from Classes IX and XI and some staff members presented reviews of the books recently read by them. Several renowned publishers displayed their popular titles.

Write a brief report for your school magazine. (100-125 words)

4. Your school recently celebrated Van Mahotsav. The celebrations included the following events:
 - tree plantation in and around the school
 - free distribution of saplings among the children
 - the screening of a documentary on Chipko Movement
 - an on-the-spot poster making competition on the importance of growing more trees
- Prepare a brief report for your school magazine. (100-125 words)



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