



INDIAN SCHOOL AL WADI AL KABIR

Class: XII	Department: ENGLISH	Date of submission: 1.11.2020
Worksheet No:	Topic: REPORT WRITING	

REPORT WRITING

Format of a School Magazine Report

- i. **Heading-** A descriptive title which is expressive of the contents of the report.
- ii. **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.
- iii. **Opening paragraph (introduction)** – It may include the '5 Ws' namely, WHAT, WHY, WHEN and WHERE along with WHO was invited as the chief guest.
- iv. **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.
- v. **Conclusion-** This will include the description of how the event ended. It may include quote excerpts from the Chief Guest's speech or how did the event wind up.

Format of a newspaper report

- i. **Headline-** A descriptive title which is expressive of the contents of the report.
- ii. **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.
- iii. **Place and date of reporting-** It is to be mentioned at the beginning of the first paragraph.
- iv. **Opening paragraph-** It includes expansion of the headline. It needs to be short as it is a general overview of the report.
- v. **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.
- vi. **Concluding paragraph-** This will include the action that has been taken so far or that will be taken. Eye witness's account/ compensation/ remark made by a minister. It is the last paragraph.

MAGAZINE REPORT	NEWSPAPER REPORT
Heading	Headline
By line	By line (along with the designation)
Opening paragraph	Date and place
Account of the event	Opening paragraph
Conclusion	Account of the event and witness remarks
	Conclusion

Suggested value points as given in the sample paper 2018-19 released by CBSE-

VARIOUS ACTIVITIES IN THE ADOPTED VILLAGE

Suggested value points: A Report should answer the questions:

- What - name of event and occasion
- Where
- When -date and time Activities (Teaching & Social Work) held
- A comment on the quality of the activities organized

**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)
(SOURCE- CBSE 2018)**

Answer:

Report on Science Symposium held at MMD School, Nashik

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

A symposium was organised on 1 March 2018 in the school on the topic "Effect of Pollution on Quality of Life". All the science 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 science department.

**Q2. You are Karan/ Kirti of L.M. Memorial Public School, Dwarka. Your school has adopted a village as a social responsibility. Students are being taken to teach the children of that village on a regular basis. Write a report, for your school magazine, on the various other programmes organized there in 150-200 words.
(SOURCE- CBSE Sample Question Paper 2018-19)**

Answer:

VILLAGE ADOPTION- A STEP TOWARDS BEING SOCIALLY RESPONSIBLE

-BY KARAN/ KRITI

On the occasion of World Literacy Day, L.M. Memorial Public School, Dwarka has taken an oath to embrace the village named Rajpur.

The school has taken the responsibility of educating the people residing in the village. Selected students from each standard are taken there every weekend, during school hours to impart knowledge. The first 6 month motive is to make each and every person capable of reading and writing. Free books and stationery is being provided for quality education. Children are given time to spend with each other, play games and interact. Apart from the educational needs, special care is devoted to hygiene and sanitation. Girls are being given awareness on the importance of menstrual hygiene as well. Various talent hunts have been organised which left everyone overawed. The immense enthusiasm and zeal in the people to learn is the main driving factor.

A family kind of environment is being created. The school treats the people of the village as its own students and is unbiased. By adopting a village, the school is making its students sensitive towards the needs of the environment at a young age. It is committed towards raising the leaders of tomorrow.

Value Points or Main Clues- FOR NEWSPAPER REPORTS

(a) *Robbery/Accident/Calamity/Disease outbreak/Civic problem*

- (i) Catchy headline — expansion of headline in the first sentence highlighting what/when/where
- (ii) Give a reason, if any/motive
- (iii) Details in brief
- (iv) Eyewitness account
- (v) Casualties, damage, etc. (if any)
- (vi) Action was taken
- (vii) Relief measures (if applicable)
- (viii) Conclusion/comments

b) Cultural/Sports events

- (i) Occasion/organiser/sponsor, etc.
- (ii) Date, venue (time optional)
- (iii) Chief guest/special invitees
- (iv) Objectives and main highlights of the programme
- (v) Prize distribution/Annual report (if applicable)
- (vi) Message by chief guest/dignitary
- (vii) Vote of thanks
- (viii) Overall response

(c) Competitions

- (i) Occasion/organiser
- (ii) Date, venue, objective
- (iii) Name of the competition, level, topic, if any, participation
- (iv) Inaugural ceremony/welcome
- (v) Chief guest, judges, etc.
- (vi) Highlights related to performance, result, etc.
- (vii) Prize distribution
- (viii) Special remarks/address (if any)
- (ix) Vote of thanks

(d) Workshop/Seminar/Talk

- (i) What, by whom, for whom
- (ii) Date, venue, duration, etc.
- (iii) Guest speakers, the panel of experts, etc.
- (iv) Chief Guest, invitees, etc.
- (v) Activities are undertaken
- (vi) Aids used — MMP, audio-visual charts, documentary films, etc.
- (vii) Literary or field activities (if any)
- (viii) The interactive session, including question-answer round (if any)
- (ix) Expert's comments
- (x) Vote of thanks
- (xi) Overall effect

(e) Rally / Drive / Campaign

- (i) What, by whom
- (ii) Duration, venue or places covered
- (iii) Objective, motto (if any)
- (iv) Activities are undertaken
- (v) Any display/educational material used, for example, placard, banner, pamphlet, etc.
- (vi) Special remarks by a dignitary/chief guest, etc.
- (vii) Overall success

(f) Camp/Visit/Exhibition, etc.

- (i) Place, destination, etc.
- (ii) Organiser, sponsor (if any)
- (iii) Duration, date, etc.
- (iv) The number of persons/visitors, etc.
- (v) Description as applicable
 - a theme of the exhibition, type /range, etc./quality of exhibits
 - places of sightseeing, food, scenic beauty, etc.
 - the purpose and nature of camp, activities are undertaken
- (vi) Overall response

Accidents / Robbery

- (i) WHAT HAPPENED and Place where it happened
- (ii) Date (time optional)
- (iii) Incident to be discussed in detail
- (iv) How many injured/ dead/ what was stolen
- (v) Eye Witness Account
- (vi) Reason
- (vii) Conclusion
- (viii) Compensation in case of accidents

**7 killed, 24 injured in bus accident in India
-by Nisha**

NEW DELHI, Feb. 20 -- At least seven people were killed and two dozen others injured, some of them critically, after a bus met with an accident in eastern Indian state of Bihar on September 10. The accident took place on Monday night in Patna, the capital city of Bihar.

"In a tragic road accident that took place here at Kandap village last night, seven members of a marriage party were killed and 24 others injured after the bus carrying them overturned," a senior police official posted in Patna said. According to the police, the bus overturned after its driver lost control over it and fell into a roadside ditch. Following the accident, locals and police teams rushed to the spot and took the injured to Nalanda Medical College and Hospital (NMCH) for treatment.

Following the accident, the driver escaped and agitated locals set the bus ablaze. The police have registered a case and ordered investigations to ascertain the cause behind the accident. The Chief Minister of Bihar, Mr. Nitish Kumar has expressed his grief and promised to pay a compensation of 3 lacs to the family of the bereaved.

Deadly road accidents are common in India, often caused by overloading, bad condition of roads and reckless driving. According to an official report released recently, on an average, India witnessed over 400 deaths in road accidents every day in 2018.