



INDIAN SCHOOL AL WADI AL KABIR

Class: VIII	Department: ENGLISH	Date of Submission: January 2023
WORKSHEET NO: 28	Topic: Report Writing	Note: To be written in Notebook

What is a Report?

Report writing is a formal way of writing in-depth about a subject. A report's writing style and tone are always formal. The target audience is the segment on which you should concentrate. Writing a report about a school event, a business case, etc. are a few examples.

Report Writing Format for Magazine

Heading: A title that catches the attention of the reader so that readers may get interested in reading the full report.

Byline: Name of the person writing a report, Not to mention your personal details in the answer.

Opening Paragraph: It can include the '5 Ws' namely, WHAT, WHY, WHEN and WHERE along with WHO was invited as the chief guest.

Sequence of the event in details: The correct order in which the events took place, along with a description of each. It serves as the primary paragraph and can, if necessary, be divided into two short paragraphs.

Conclusion: This will include the ending of an event along with the description.

Sample:

You are Rahul/ Riddhi of ABC Public School, Delhi. 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 120 – 150 words

VILLAGE ADOPTION- A STEP TOWARDS BEING SOCIALLY RESPONSIBLE **-BY KARAN/ KRITI**

On the occasion of World Literacy Day, ABC Public School, Delhi 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 6month motive is to make each and every person capable of

reading and writing. Free books and stationery are 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. Women and men are being given awareness on the importance of saving and financial literacy as well. Various talent hunts have been organized which left everyone empowered. 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.

Exercise:

1. You are Sweety/Suresh of L.M. Jain School, Ajmer. As Secretary of your School Co-curricular Activities Club, you visited an area on the outskirts of your city where the people suffered a great loss of life and property in a massive flood. The students of your school rendered their services and material help to the victims. Write a report in 100-125 words for your school magazine
2. Your school organized an exhibition-cum-sale of the items prepared by students for the Children's Day Carnival. There was an overwhelming response from the public. Prepare a report in 100-125 words for a local daily. You are the Public Relations Coordinator.