



INDIAN SCHOOL MUSCAT  
SENIOR SECTION  
DEPARTMENT OF ENGLISH  
CLASS XII

**Report Writing**

A report can be a brief note or a complete detailed information about an event that has taken place in the past.

**Types of Reports**

1. News Paper Report
2. Magazine Report

ACCIDENTS	EVENTS/FUNCTIONS
<p>What , where, when, how happened People, vehicles involved.</p> <p>Loss of life and property Details of rescue and relief operations.</p> <p>The scene of the accident Details of casualties –dead, injured, hospitalized</p> <p>Reference to orders of inquiry by the govt.</p> <p>Grants to the families of the killed and the injured</p> <p>- a warning, a reminder, a comment on the negligence of the guilty, including govt, or a recommendation on what needs to be done.</p>	<p>Name , nature of event, Occasion, Date, time &amp; place</p> <p>Chief Guest(s)/Guest(s) of Honour</p> <p>Inauguration by(if any)</p> <p>Chief Guest’s message</p> <p>Details of the even/cultural programme</p> <p>Prize Distribution(if any)</p> <p>Vote of thanks</p> <p>Conclusion with .....(National Anthem?)</p> <p>The writer’s contribution or participation A comment on the quality of the programme</p>

**TIPS FOR AN EFFECTIVE REPORT WRITING**

- Mention the place, date, time and other relevant facts about the event.
- Include information collected from people around or affected by the event.
- Write the name of the reporter. • Provide a suitable title/heading.
- Write in past tense. • Write in indirect speech and use passive form of expression.
- Develop ideas (causes, reasons, consequences, opinions) logically.

- Write in a less formal and more descriptive manner while writing a report for a school magazine.
- Present your ideas and impressions to make the report interesting.

### **FORMAT OF A NEWS PAPER / MAGAZINE REPORT**

<b>HEADLINE OR TITLE</b> : Catchy and brief
<b>BYLINE</b> : A Sub Headline/ Name , rank, position etc. of the person writing the report(It can also come at the end.)
<b>OPENING PARAGARAPH</b> : A brief mention of what happened, where and how and most prominent consequence/effect along with the day, date and time when it took place
<b>DETAILS</b> : Paragraph 2 & 3 give details of the event being reported. Eye witness account (along with some quotes) are also included. In case of accidents, loss of life and property is listed , cause of the accident is concluded, police action and rescue operation, damage control exercise are detailed. Compensation and help announced by government are mentioned
<b>CONCLUSION</b> : A remark as to how the even has impacted life and people is made

**SOLVED QUESTION : 1.** You are Roshan /Roshini, Secretary of Cultural club, Hyderabad Public School, Hyderabad. As a member of N.G.C. (National Green Corps), write a report, in 100 – 125 words for your school magazine.

<p><b>TOWARDS A GREENER ENVIRONMENT</b> - by Roshni, Secretary, Cultural Club</p> <p>The cultural club of our school in association with National Green Corps organized many activities during the year 2016 for the cause of greener environment in and around the school. A seminar in the month of February was held for students on the need to save environment. In April, the Vanamahotsav week was observed, which was inaugurated with a tree plantation drive. 500 saplings were planted in the colonies in and around the school.</p> <p>Several inter-house competitions including poster-making and drawing were conducted which witnessed a huge participation. Students volunteered to clean the surroundings. Pamphlets were distributed among the public to promote cleanliness and hygiene.</p> <p>A rally was organized in September to create awareness among the public to stop the use of plastic bags and to replace it with eco-friendly products. The various purposeful activities conducted during the year were well received and were to a great extent effective in creating awareness among the people.</p>
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**2.** Scholastic India Ltd. organised a one day workshop on creative writing in your school to promote writing skills. As the Literary captain of your school, write a report to be published in the school magazine. You are Rohit/Radha.

## **Creative Writing Workshop**

**- by Radha**

Scholastic India Ltd. conducted a one day workshop in KV..... as part of their campaign to promote writing on 20th September 2017 in the school library for the students of class XI-XII. The Team of scholastic India Ltd. was given an introductory welcome by the school coordinator Ms J Sharma. Mr. Rahul and Ms Deepshikha of the team took over the mike. They took the students through the mechanics of writing and how the use of figurative language can improve their writing.

The students were grouped into a team of 5 each and were given some clues and were asked to write a story in the stipulated time. The teams were expected to present their stories one by one. It was an interesting session as how same clues in different hands can result into different stories. The next session was mainly for budding poets. Mr Rima Roy, the famous poetess took the next session. She highlighted the finer details of writing poetry. The students were then asked to compose a poem on the given topics. Ronit of XII A got lot of appreciation for his poem. The stories and poems were all put on the library board for others to read.

The workshop came to an end with the Principal's address. He expressed the need for good writing ability to communicate effectively in writing. The Head boy proposed a vote of thanks for the organizers.

### **3. News Paper Report of a Function**

#### **WOMEN'S EMPOWERMENT DAY OBSERVED**

**- by Sreelakshmi , Staff Reporter**

Mysore , March 13: The Empowerment and Sustainable Development Initiative(ESDI) in association with the Participatory Research in Asia (PRIA), both NGOs , observed the Women Empowerment Day at Crystal Palace Hall today.

As many as 150 members of the Self-Help Groups(SHG) formed by the ESDI and the People's Welfare Association(PWA) in different gram panchayats of the area participated in the programme. The programme began with a welcome song and followed by sharing of experiences by SHG members.

Ms. Arti Srinivasa, District Educational Officer, Mysore stressed upon the urgency of education for girls. She gave a brief description of the Sarv Shiksha Abhiyaan (Education for All) under which students are given books free of cost. She told about the hobby classes wherein a 10 – day training is given free of cost to young girls for painting and making soft toys ,which could be developed for self-employment.

Dr. Amarnath, State Coordinator, PRIA, made the gathering aware of the importance of observing Women's day and informed the women about various governmental schemes to help and empower them. Later, a play named 'There is Nothing A Woman' Cannot Do' was staged. A total of 2600 women participated in the function and expressed that they were better informed about the rights of women and they were willing to empower themselves in various ways to empower the society in more constructive ways.