



**INDIAN SCHOOL MUSCAT
SENIOR SECTION
DEPARTMENT OF ENGLISH
CLASS XI**

REPORT WRITING

A first hand description of an event, process or incident is called a report. It is a systematic, well organised document which defines and analyses a subject or problem. It is a factual description of what has already happened. Its main aim is to provide information. It records objective facts and which may include:

- the record of a sequence of events
- interpretation of the significance of these events or facts
- evaluation of the facts or results of research presented
- discussion of the outcomes of a decision or course of action
- conclusions
- recommendations

Reports must always be:

- accurate
- concise
- clear
- well structured

A newspaper report must convey the information quickly and briefly. The headline gives all the pertinent information, the first paragraph (the lead paragraph) explains the entire story briefly and following paragraphs add detailed information or quotes.

POINTS TO REMEMBER:

- Adopt simple and concise style of writing.
Eg: Onshore winds travelling at 45 Km per hour brought temperature down to 15 degree Celsius. (instead of - The wind was blowing fiercely and the air outside was growing cold)
- Avoid too many long sentences.
- Do not use contractions of verbs and pronouns as these are ‘spoken forms’ (doesn’t, can’t, it’s, they’re, I’ll).
- Write in third person. Avoid the use of ‘I’ to make your writing more believable.
- The first time you use an abbreviation or acronym, you must spell out the full term followed by the abbreviation or acronym in brackets. Subsequent use of the term is then made by its abbreviation or acronym.
- Organize the details properly and present the material systematically and logically.

FORMAT: Magazine Report

	TITLE / CATCHY HEADLINE WRITER'S NAME
FIRST PARAGRAPH :	Gives most important information -Should answer most of the 5 Wh questions – who, what, when, where and why.
SECOND PARAGRAPH:	Supplies detailed account of the event. Most important details come first.
THIRD PARAGRAPH :	(Background and comment) Round off the news report. Include at least one quote from the people you have interviewed.

Newspaper Report

	TITLE (Catchy headline –sums up the story)	REPORTER'S NAME
PLACE, DATE		
FIRST PARAGRAPH :	Gives most important information -Should answer most of the 5 'Wh' questions – who, what, when, where and why	
SECOND PARAGRAPH :	Supplies detailed account of the event -Most important details come first	
THIRD PARAGRAPH :	(Background and comment) Round off the news report. Include at least one quote from the people you have interviewed – Follow up action taken, (incident) where necessary.	

VALUE POINTS:

<p style="text-align: center;">Camp / Visit / Exhibition</p> <ul style="list-style-type: none"> ❖ Place / destination etc. ❖ Organizer / sponsor ❖ Duration, date, etc. ❖ Number of persons / visitors etc. ❖ Description as applicable: <ul style="list-style-type: none"> • Theme of exhibition • Places of sightseeing, food • Purpose and nature of camp ❖ Overall response 	<p style="text-align: center;">Accident / Robbery / Calamity</p> <ul style="list-style-type: none"> ❖ Reason, motive ❖ Details in brief ❖ Eyewitness account, if any ❖ Casualties, damage etc. ❖ Action taken ❖ Relief measures ❖ Conclusion / comments
<p style="text-align: center;">Cultural / Sports / Event</p> <ul style="list-style-type: none"> ❖ Occasion / organizer / sponsor etc. ❖ Date, venue, time ❖ Chief Guest / special invitees ❖ Objective and main highlights ❖ Prize distribution / annual report ❖ Message by Chief Guest ❖ Vote of thanks ❖ Overall response 	<p style="text-align: center;">Competition</p> <ul style="list-style-type: none"> ❖ Occasion / organizer ❖ Date, venue, objective ❖ Name of the competition ❖ Inaugural ceremony / welcome ❖ Chief Guest, judges etc. ❖ Highlights ❖ Prize distribution ❖ Special remarks / address (if any) ❖ Vote of thanks
<p style="text-align: center;">Rally / Drive / Campaign</p> <ul style="list-style-type: none"> ❖ What, by whom ❖ Duration ❖ Venue / places covered ❖ Activities ❖ Materials used: pamphlets, banners etc. ❖ Remarks by the Chief Guest ❖ Overall success 	<p style="text-align: center;">Workshop / Talk / Seminar</p> <ul style="list-style-type: none"> ❖ What, by whom, for whom ❖ Date. Venue. Duration ❖ Speakers / experts ❖ Chief Guest ❖ Activities ❖ Aids used: charts films etc. ❖ Experts comments ❖ Vote of thanks ❖ General impression

SAMPLE 1 – MAGAZINE REPORT

SPORTS DAY CELEBRATED

-- RAVI SHANKAR

Delhi Public School (DPS) hosted the Annual Sports Day with great enthusiasm and gusto at the Jawaharlal Nehru Stadium on Saturday, 6 October 2016.

The ground wore a festive look with tracks marked afresh and colourful buntings at the periphery of the centre field. The event saw a spirited participation of over 2000 children from classes I to XII. Mr. S. Saini, Assistant Commissioner of Police, North-West was the Chief Guest. He lighted the torch and declared the meet open. The event began with a colourful march past by the four houses and rounded off by a series of brilliantly performed drills. Some novel items include medley of aerobic exercises, pyramid formation, hop, step and jump which were specially designed to test the

balance, co-ordination, rhythm and concentration. The spectators sat mesmerized as a number of items followed one after the other and enthralled everybody.

The programme ended with prize distribution. The winners were awarded trophies and medals and certificates. In her vote of thanks, Mrs. G.P. Pradhan, Principal, thanked everybody and said, “Sports is the best way to unwind oneself.”

SAMPLE 2 – NEWSPAPER REPORT

GASTRO OUT BREAK IN NOIDA

STAFF REPORTER

Noida, 22 October 2016

Health authorities in Noida and Ghaziabad are alarmed over the rise in of water-borne diseases. Many cases of diarrhea and typhoid are being reported from various places of Noida where residents have been complaining of contaminated water.

Water supply in these areas is erratic and there have been complaints of leaking pipelines. Government doctors said there had been a steady increase in the number of patients coming with symptoms of water-borne diseases. At the ESI hospital, over 60 per cent of the cases reported in the past two weeks were of water-related diseases.

Hemant Kumar, Chairman of the Water Authority, Noida, said, “Recently, all underground reservoir tanks have been cleaned and chlorinated. Water quality is being tested at regular intervals. Tankers are also being rushed to areas from where we are getting complaints of low supply.” He added that measures are taken to avoid any untoward eventuality in future.

Practice Questions:

1. An Inter-school Music Competition was held at Sacred Heart School , Panipat. Your school team won the first position. Mentioning the details of the event, write a report in 100 words for your school magazine. You are Aneesha/ Amit of XI- Bal Vikas Vidyalaya, Panipat.
2. You are Kamal/Deepa. As a staff correspondent of a national daily, draft a report about a bus-train accident at the railway crossing in about 80-100 words.