

REPORT WRITING

What is a report ?

1. It is a well organised presentation of an

- event (inauguration/scheme launched/seminar)
- Incident (accident/seminar etc that has already taken place)

Essays	Report Writing
Presents information and opinions	Presents facts and information specifically, no opinions
Written for everyone in general	Written for a specific audience, a <u>report</u> concerns itself to only a certain set of people related
The <u>structure</u> is casually flowing in <u>paragraphs</u>	The structure is very crisp and clean, using pointers and numbered headings and sub-headings
Essays usually have room for expression of one's opinions, need not be supported with graphical proofs	Using tables, graphs, charts to prove a point is very common
An essay has a logical flow of thoughts but no need of a <u>summary</u>	A report often needs a quick summary addressing highlighting points
Doesn't have an appendices	Often has appendices
Both essay and report writing need formal writing, analytical thinking, solid reasoning behind every conclusion, careful reading and neat presentation, but a report-writing layout is very different from essay writing	Crisp, often pre-designed layouts

Types of report

1. Newspaper report
2. Magazine report
3. Official reports for various organisations

While writing a report

- Be factual and do not add any information on your own that may seem fictitious.
- Write in indirect speech
- Write in third person form and avoid using pronouns like I, me or you
- Avoid imposing your personal opinion and do not make any conclusion
- Answer the questions to 'when', 'where', 'why', 'what', 'who', and 'how'

Format of newspaper reports

FORMAT OF VARIOUS REPORTS

Newspaper Reports: These are accounts of current event and happenings.

- 1) Title/ Headline
- 2) By (name of author)
- 3) Place, date (date is not always mentioned)
- 4) Body of the report

Example -

Daughter of Gardener Tops Board Exam`

By Riya Sharma Bhubneshwar

(Who/whose daughter/name of the school/how much marks secured/)

Bhubneshwar, May 12 Suman Nayak, the daughter of a municipal gardener, Om Nayak, has topped the Odisha Board Senior Secondary Examination with 98.8% marks. Her success has been lauded by the staff members of her school 'The Government Senior Secondary School, Malkaganj', the Odisha Education board and the State Education Minister.

(Detailed paragraph including efforts of teachers/parents/the child/talks with friends)

When the news was conveyed to Suman by her classmates, she did not believe them. It was only when the school principal called her that the reality sunk in. Suman's father, Om Nayak, is overjoyed at the news. He said, "Suman was always a bright student. I have made all efforts to provide her with the best education despite my meager means". He hopes that she will be able to continue her education in spite of his financial constraints.

Suman attributes her success to her parents teachers. She said that the school teachers had provided her with all possible help by giving her extra time and

attention along with books and moral support. Her perseverance, dedication and hard work are spoken highly of by her teachers.

(Action plan 1. What she wants to do/What help government is going to give)

When asked about her future plans, Suman said she wished to become a doctor. However, she was unsure if she could pursue her dream because of financial problems. She hopes that she will be able to secure a scholarship and get funding by the government.

The Times Group has started an initiative to help Suman fulfill her aspirations. Anyone who wishes to contribute to Suman's education can send the amount by cheque to, 'Suman Nayak Education Fund', The Times of India, M.G. Road, Bhubneshwar

Format of magazine reports

Magazine Reports: These are written to give account of specific events that have taken place, for example, India International Fashion Week, School annual day etc.

- 1) A Title/ Heading
 - 2) By (name of author)
 - 3) Body of report
- For example – School Annual Day/Seminars/International fashion week/ Covid disaster
1. **Heading**– A descriptive title that is expressive of the contents of the report.
 2. **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.
 3. **The opening paragraph (introduction)** – It may include the '5 Ws' namely, WHAT, WHY, WHEN, and WHERE along with WHO was invited as the chief guest.

4. **The 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.
5. **Conclusion**– This will include a description of how the event ended. It may include quote excerpts from the Chief Guest’s speech or how did the event wind up.

St. Agnes Public School Celebrates Annual Day

By Manoj Upadhaya

St. Agnes School, Green Park, celebrated its annual day on May 2 with great fanfare. Mr. Arvind Kejriwal, the Chief Minister of Delhi, was the chief guest at the function. The programme began with the lighting of the lamp by the chief guest. It was followed by a welcome address and the presentation of the school annual report by the principal, Ms. Swati Mehra.

The first item of the cultural program was presented by the primary wing. It was a musical drama on the necessity of protecting the environment for the future generations. The little children expressed themselves brilliantly bringing out the perils of destroying our planet.

The middle school show cased the culture of India through folk dances. Each dance was preceded by beautiful audio- visual effects, depicting the main cultural features of the region. The colourful dresses of the graceful Garba dancers, the vigour and energy of Bhangra dancers, and lilting music with elegant swaying movements of the Bihu and Hajgiri dancers from the North East, enthralled the audience.

The senior school pupils enacted a play depicting the dangers of internet and social media addiction for adults and children. They brought out the message poignantly. Every child and adult was moved by the acting and story of a young life ruined by social media addiction. The audience gave a loud and long round of applause for all participants.

The grand finale was the speech by Mr. Arvind Kejriwal. He highly praised the performances by the children and appreciated the thought provoking themes

chosen by them. The programme concluded with a vote of thanks by Sagar Mehta, the school head boy.

OFFICIAL REPORT

Formal/ Official Reports: These are e complex documents often of important projects and proposals. Example: results of studies and experiments proposals for launching a new product etc.

official reporting does not have a fixed format. Many organisations have their own format

Example –

To:

From

Date:

Subject:

Acknowledgements:

Contents:

Summary:

Can be continued with a few tables mentioned and then the conclusion.

11 - You are the Finance head of a sports academy. Write a formal report stating details of expenditure made in the last financial year towards purchase of sports equipment

To: The Director, finance

From: Secretary , finance

Date: 9th March, 2022

Subject: Expenditure made towards sports equipment in the last financial year

Acknowledgements: I am deeply grateful to all my team members who helped me in formulating this detailed report. The expenditure and other related details have been recorded with precision.

Contents:

- 2) Need to buy new equipment
- 3) List of items purchased with cost
- 4) List of old items discarded

5) Current budget versus amount spent

6) Conclusion

Summary: With the advancement in sports and technology, we decided to allow our players to benefit from the new equipment bought and hence make a mark for themselves. This would not only bring a good name to our sports organization, but also make our country proud. In the light of this, few sports equipment have been purchased to keep our players abreast with new modern versions and enable them hone their skills.

Can be continued with a few tables mentioned and then the conclusion.