

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)

Types of reports

- Newspaper report
 - Magazine reports
 - Official reports for various organisation (investigation of work / financial report/quarterly results/half yearly results etc)
1. **Headline-** A descriptive title that is expressive of the contents of the report.
 2. **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.
 3. **Place and date of reporting-** It is generally not mentioned in a magazine report separately, but here, it is.
 4. **Opening paragraph-** It includes the expansion of the headline. It needs to be short as it is a general overview of the report.
 5. **The 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.
 6. **Concluding paragraph-** This will include the action that has been taken so far or that will be taken. It is the last paragraph.

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

Format of newspaper reports

These are accounts of current events and happenings(What/ where/ when /what detailed events etc)

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 sta 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 hekp 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

- Written to give details of specific events taken place
- 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.

Q- Write a report of visiting old aged home.

Visit to an old aged home

By – XYS (name of organization)

On 8th may students from classes 1st and 2nd visited the old age home in Saket. We reached their early morning. over there, we were greeted with kindness and warmth. We observed that there were two types of people one who was abandoned and the others were suffering from some sort of disability. No matter what the cause was, what mattered us the most was their age.

According to Shakespeare, old age is the age where the person behaves like a child again we witnessed the same. They were in hunger of love and to love. The people of old age were very compatible and friendly. They treated our whole day with their beautiful smiles and didn't reflect their problems even for a second. To break their monotony, our students prepared some performance.

We began by Saraswati Vandana and was followed by singing by some students. Some children presented their dance and the people their dances along with children. Later the children addressed people as dada/dadi and greeted them with flowers and hand made boxes. The day turned out to be fruitful and happy. The head of the shelter home was overwhelmed by our presence and was happy to have us here.

Though the time spent with them was just a few hours, however, it taught us the lesson for a lifetime.

Q -Draft Newspaper Report on "Project to interconnect rivers in India" to be published in a national

newspaper.

Project to interconnect rivers in India

- By XYZ

New Delhi, 16 July. The interlinking of river project is a Civil Engineering project, which aims to connect Indian rivers through reservoirs and canals. The farmers will not have to depend on the monsoon for cultivation and also the excess or lack of water can be overcome during flood or drought. You will be surprised to know that India has approx four percent of the water available, and India's population is around 16 percent of the world's population. But every year, hundreds of millions of cubic cusec water flows into the ocean and India has to meet its needs with only 4 percent of the water.

Every project has two aspects, but we should focus on how much more people will get benefit from this project. This article is based on the interlinking of the river project, in which its history and the benefits of this project are explained.

What is the interlinking River project?

This project will connect 60 rivers of India, including river Ganga. Hopefully, with the help of this project, there will be a reduction in the dependence of farmers on uncertain monsoon rains and there will also be millions of cultivated land for irrigation. This project is divided into three parts: North Himalayan river link constituents; Southern Peninsular Component starting from 2005, Interstate interlinking of rivers. This project is being managed under the National Water Development Authority of India (NWDA), Ministry of Water Resources. - This project can solve the problem of drought and flood because at the time of need the river which causes flood can give water to the area of the river which has a shortage of water because the water can be stored or water can be transferred from water surplus area to the deficit. Ganga and the Brahmaputra region can get rid of floods that come every year with the help of this project. - The irrigation, land will also increase by about 15 percent. - 15,000 km of river and 10,000 km of navigation will be developed. Thereby reducing the transportation cost. - Large scale afforestation and about 3,000 tourist spots will be built. - This project will solve the problems of drinking water and financially also will solve the problem.

- It is also possible to get jobs for landless farmers in rural areas.

Disadvantages of Interlinking River Project

There may be advantages as well as disadvantages of the project. Rivers are being considered an integral part of our life from the beginning, and any kind of human intervention can prove to be destructive. For the completion of the Interlinking River project, many big dams, canals, and reservoirs will have to be constructed due to which the surrounding land will become swampy and will not be suitable for agriculture. This can also reduce the production of food grains.

Where or in which area to bring so much water, which canal is to be transferred, it is mandatory to study and research it adequately. The cost of this project in 2001 was Rs. 5,60,000 crore but in reality, there is a possibility that it will be more. Taking the water of Ganga above the Vindhya towards Cauvery, will cost a lot more and for this, large diesel pumps will be used, more than 4.5 lakhs people will be almost displaced, 79,292 forests will also be submerged in water. It can also be understood that without joining river the reality, there is a possibility that it will be more.

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