



LESSON - 3 REPORT WRITING

NOTES:

Report writing:

A report is a brief account of an event that has already taken place. It helps in recording the events of importance that occur in our day to day life. It attempts to present the first hand information of an incident or event. In report, we can see one's ideas, opinions and impressions about the event.

Points to remember:

1. Mention the place, date, time and other relevant facts about the event.
2. Include information collected from the people around or affected by the event.
3. Write the name of the reporter.
4. Provide a suitable title or heading.
5. Write in past tense.
6. Write in reported speech and use passive form of expression.
7. Develop ideas (causes, reasons, consequences, opinions) logically.
8. Write in less formal and more descriptive manner while writing a report for the school magazine.
9. Present your ideas and impressions to make the report interesting.

Kinds of Report:

1. News Report (Press Report).
2. Report of meetings.
3. Reporting experiences.





Examples of news report:

Q1. As you travelled by train, you happened to witness an accident at an unmanned level crossing. As the reporter of the newspaper, write the report on the incident, including details of the number of people injured and the extent of the damage caused.

Two killed in Train accident.

By: staff reporter.

Silchar, March 16: Two persons were killed when their car was hit by the KK express at an unmanned level crossing at Silchar. They were rushed to a local hospital where they were declared brought dead. The car driver was identified as Umananda (36yrs) and the other passenger as Sonamani (39 yrs). Expressing sorrow and shock at the accident, the State Transport minister stressed the need to set up manned level crossings which should be taken up at the centre. According to the eyewitnesses, at around 11.15 a.m, the car was at the level crossing, and stopped just before the KK Express was to pass, but unfortunately it was too close to the tracks. The car was thrown around 20 feet from the level crossing. The area where the road crosses the railway track is unmanned, and according to the local residents, this is the second time within one year that a car had been hit by a train. An enquiry has been ordered into the accident.

Example of report of meeting

Q2. Write a meeting report (minutes) of the board of directors of education held on August 1, 2020.

Ans: Date: Monday, August 1st.

Time: 4 pm

Duration: 1 hour.

Attendees: 10 total, from the Admission staff (Director, Asst. Director, four counsellors, and support staffs)



Room: Meeting B in the Auditorium Hall.

Agenda: Reviewing Educational problems relating to Covid-19.

Item discussed.

- Educational Conditions of the state was looked upon.
- Proposals from some organisations to open the educational institutions were discussed.
- Need to make a report from the heads of institutions regarding opening of schools.
- Next meeting of the board fixed on the coming weekend.

Example of Reporting Experiences and Experiments

Q3. Meena is the Secretary of Hill Valley High School. Her school organised an environment awareness programme. She is to prepare a report of a programme for submission to the Principal of your school.

Imphal,

30th Sept, 2020

Report of the School Environment Awareness Programme

By Meena, (Secretary, Hill Valley High School).

Recently our school organised an Environment Awareness Programme on the 28th August, 2020. We cleaned the school premises, planted saplings of trees and flowers all around the school compound, and mended the broken fencings. There was also a wall poster campaign. Three prizes were awarded to the students who produced the best three posters. A quiz competition on environment and its relation with human beings was also organised. It dealt with such topics as the harmful effects of deforestation, global warming, damage of the ozone layer, melting of the polar ice caps, rising sea level submerging vast low lying areas of the world, environmental degradation of the Loktak lake, etc.

Besides, a symposium was also organised on the need of environmental awareness and protection, in which many resource persons delivered valuable lectures.
