

REPORT OR FACTUAL DESCRIPTION

Points to Remember

Weightage : 10 marks

Word limit : 125–150

Time available : 15-20 minutes

Division of marks

Format : 1 marks

Content : 4 marks

Expression : 5 marks

Format

- Heading/Title
- Name of the Reporter/Writer
- Date and Place

Content

- Para 1 – Introductory para giving day, date, place, what, timings.
- Para II – Brief detail of the place/cause/consequence/effects/guests/
- Para III – Main steps/activities/people involved
- Para IV – Concluding Para-Reactions/Promises by authorities/statement of people.

Expression

1. Grammatical accuracy
 - Past tense for report
 - Present or past tense–factual description
 - Appropriate words and Spellings 2½
2. Coherence and relevance of ideas and style 2½

Common Subjects of a Report

(i) Day Organised/Celebrated at School

- Sports Day
- Grand parents' Day
- Environment Day
- Childrens' Day
- Teachers' Day.

(ii) Workshops/Seminars/Talks

- Science seminar
- Talks on Adolescent Problems and solutions
- Workshop on Examination stress and solution.
- Seminar on consumer awareness.
- Disaster management
- Right to Education

(iii) Competitions

- Science Quiz
- Zonal Level Drawing Competition
- District level essay writing
- Zonal level Junior Hockey
- District Level Teachers' Competition

(iv) Campaign/Awareness March/Rally

- Plantation Day/week
- Water harvesting
- Save girl child

Anti Tobacco

- Save Monuments
- Pulse Polio

(v) Camp/Visit/Exhibition/Fair

- Blood Donation
- National Park/Museum
- Craft and Art Exhibition
- Science Fair
- Hospital Visit

(vi) Robbery/Snatching

- Day light
- On a morning Train/Bus
- Chain Snatching

(vii) Accident/Calamity

- Railway
- Road/falling in manhole
- Drowning in swimming pool/river
- Cloud burst and mud slide
- Flood / Fire
- Earthquake

(viii) Civic Problem

- Bursting of water pipe
- Road rage case
- Digging on roads.

(ix) Public Event

- Inauguration of Metro station
- Inauguration of new stadium
- Inauguration of flyover/underpass.

REPORT WRITING

1. When you were driving back home from work, you were witness to an accident between B.M.W. and on Indigo Car. The driver of BMW can was seriously injured where as out of 5 inmates of Indigo car three had died on the spot and two were critical in the hospital. There was confusion and chaos prevailing on the road, describe the scene in about 100 to 125 words. You are Sameer/Samiksha.
2. You are Sanjay/Sanjana a reporter with the Indian Express. You witnessed a fire accident in a crowded market of Delhi. Write a report to be published in the news paper. Invent details. (100 – 125 words)
3. You are Sahitya/Sahida, a senior consultant (Child education) in Jaideep school management and trust. You organised a seminar on Right to education act for teachers and students. You invited educationists and sociologists to talk on the topic of right to free and compulsory education to children in age brackets of 6-14 years, problems and implications. Write a report in about 125 words on it for trust's magazine.
4. You are Neha/Narayan, head of the history club of ASN Public School Janakpuri, Delhi. Your School organised Heritage awareness programme in your school to create awareness regarding our monuments. Write a report in about 125 words for your school magazine, giving details of the programme.
5. You are Shweta/Sahitya head of the health and wellness club of GTB school Shalimar Bagh. Your club organised a seminar to make students aware about alarming use of chemicals in vegetables and fruits. Experts from medical field and consumer forum were invited to answer the queries of the audience. Write a report in about 125 words for your school magazine.
6. You are Geet/Geeta, President of cultural Committee of JPS school Kalyanpuri. Your school organised a cultural evening in the school for charity. Prominent personalities of the city attended the programme. Write a report on it in about 125 words for publishing it in your school magazine.

FACTUAL DESCRIPTION

1. Recently the rooms in your school were renovated. As a result many new features like two doors, fire alarm systems, netting, blackboard etc. have

become part of it. Write a factual description of your new classroom in about 125 words. Assume your self as Shweta/Sahitya a student of XII C.

2. Recently you travelled to Gurgaon in metro train. You enjoyed every aspect of your journey very much. Write a factual description of the metro ride you undertook in about 125 words. Assume Yourself as Jai/Jaya, CEO, ASN Ltd.
3. You are Neena/Nitin incharge of science club of RPVV school Mayur Vihar. Your school was the venue of Zonal Science fair held last month. You looked after each and every step of the preparations. Write a factual description of the process and procedure you had to undertake to make your school a successful host in about 125 words for publishing it in your school magazine.
4. You are Kritika/Krishan, head of Cultural club of Sarvodaya School, Mayur Vihar. You met famous Sarod Player Ustad Amjad Ali Khan. Give a factual description of the maestro and the impression you had of him on you.
5. You are Gagan/Geeta, Archaeologist in ASI India. During your visit to Great Pyramid you were mesmerised by an old statue of an Egyptian queen. Give a factual description of the statue.

Solution of Some Questions

1. When you were driving back home from work you were witness to an accident between B.M.W. and an Indigo. The driver of B.M.W. car was seriously injured where as out of 5 inmates of Indigo card three had died on the spot and two were critical in the hospital. There was confusion and chaos prevailing an the road. Describe the scene in about 100 to 125 words. You are Sameer/Samiksha

Note : (Don't write report in I person. (Reporter reports it in III person)

Value points :

1. Description of the accident site
2. The cause of collision
3. Condition of the occupants & their number.
4. Condition of the vehicle.
5. Role of witness, crowd
6. Presence of Ambulance
7. Role of Police

Expression - Take care of coherence, relevance, grammar and spellings.

2. You are Sanjay/Sanjana a reporter with the Indian Express. You witnessed a fire accident in a crowded market of Delhi. Write a report to be published in the news paper. Invent details. (100 – 125 words)

Hints –

Central Market gulled by fire by _____ (name of the reporter)
_____ date
_____ place

Para-I :Yesterday was a fateful day for those who went for shopping to the crowded name market

Points :

1. how the fire started
2. how the fire spread

Para-II : There was Panic and stampede as people rushed out _____

1. Write reaction of the crowd
2. No. of people injured/got burned.

Para-III : 1. action taken ___ rescue operation when & how 2. Total estimated loss, possible cause of fire, any other details.

4. REPORT

Heritage Awareness Programme

By : Neha/Narayan
ASN Public School;

10th Aug., 2012

Heritage awareness Programme was organised by history club of the school on 9th August, 2012 from 10 am to 2 pm in the school premises. The school was well decorated with posters of various historically important monuments.

Mrs. Deepanshi Dayal, Dean History Department of JNU was the chief guest. Other prominent guests included Mr. Balachandra Assistant Director ASI of India, Mrs. Smriti Pant head of Tourism Department of Government of Delhi Around 2000 students and parents attended the programme.

The Programme began by lighting of inaugural lamp by Chief guest. After that a skit was presented by students of XI classes showing importance of our heritage and monuments. The audience enjoyed a engrossing documentary prepared by history department of the school. The documentary showed a brief detail of 100 monuments from different parts of India.

Chief guest gave a very motivating speech on the role of Youth in keeping the monuments safe. Mrs. Smriti Pant told about the importance of monuments in encouraging tourism of the concerned place. Principal presented vote of thanks. There was an arrangement for light refreshment also.

3. FACTUAL DESCRIPTION

PREPARATION FOR HOSTING SCIENCE FAIR

By Neena/Nitin
10th Aug., 2012

As the Zonal Level Science fair was to be held on 10th August, 2012 at our school, we started the preparations for hosting it immediately after getting the email from head office at 8 am. on 8th August.

Principal Mrs. R. Bala called the meeting of science teachers and formed a four member hosting committee with myself as its head. We in turn took stock of all the tasks which we had to undertake and all the materials and space available at our hand. Mr. Raghav and Mrs. Neena were given the duty of cleanliness and decoration of the venue. They started their work with the help of sweepers and senior students of science sections. They put charts and posters on walls.

Mr. Jaiwardan and Myself started doing other preparations. We called meeting of the lab assistants and help staff and distributed various duties to them.

On 8th August, most of the decoration was completed. Sheela, the water woman put 20 Mayur Jugs in different places for water. Suresh Chand and Khyal Dev put 50 tables in different rooms. Satish, the electrician checked all connections. By 2 PM the venue was fully ready to host the science fair. We felt great relief after the principal had expressed her satisfaction.