



INDIAN SCHOOL MUSCAT
SENIOR SECTION
DEPARTMENT OF ENGLISH
CLASS IX
REPORT WRITING
WORKSHEET



REPORT WRITING

A report is a factual description or an account of an event or incident or an investigation of an issue or a problem. It may also be an objective analysis or evaluation of something.

A report meant for school magazine usually is a brief account of an activity or function held in a school. Just like an article, it has a heading, the name of the reporter and details of the event.

A report meant for a newspaper is basically a news story – report of an incident, event, programme, crime, development, etc.

POINTS TO REMEMBER

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

SAMPLE REPORT

(SCHOOL MAGAZINE REPORT)

The Golden Jubilee celebration of your school has just ended. It was a year long celebration. As Mayank/ Mayuri of STD IX, write a report in 150-200 words for publication in your school magazine.

GOLDEN JUBILEE CELEBRATIONS HELD AT SCHOOL

--- Mayank

Modern Public School, Chennai. 20th Aug, 2016

The Golden Jubilee Celebrations of the School was held at Tagore Hall on 16th August 2016 with great enthusiasm

To commemorate the event, a year long programme of celebrations were planned. Meetings of staff and students council were held. An organising committee comprising the principal, five members of staff, office bearers of the student council was constituted. A calendar of curricular activities was chalked out. It was decided to hold an exhibition of art and craft and science exhibition at school level. Fancy dress and dance competitions were held for the primary section. A Golden Jubilee issue of the school magazine was also brought out. Inter school debate contest and a play festival were held in September and October. During November, special programmes were staged by ex- students. On the concluding function, a dance drama 'Eklavya' was presented. It was acclaimed by the audience.

The various purposeful activities conducted during the year were well received by the staff and students of the school.

(NEWSPAPER REPORT)

Diverse dance forms demonstrate the unity in diversity. Write a report in about 80-100 words on the regional dance competition that you have witnessed.

REGIONAL DANCE COMPETITION ORGANISED AT HYDERABAD

- by Ramneek / TOI

Hyderabad, August 10: Regional dance competition was held at Ramoji Rao Hall on 9th August 2016 by various dancers from different parts of India

To showcase the rich heritage of dances; the dancers focused on Dandiya, Bharatanatyam, Bangra and Maharashtrian dance. The folk music, thumping of feet and the rhythmic beat of the drums created magical monuments. The audience also participated by clapping at the beat of the dances. The bamboo dance, especially the Naga dance were chosen to be performed again. The colourful dresses, the rhythmic and well choreographed moves transported the audience to the times when folk dance and music were cherished and the young and the old participated with great enthusiasm. The children felt proud to be rooted in the unique cultural heritage of the country. The judges appreciated the initiative that aimed to instill not only the spirit of unity in diversity but also helped the students to develop a taste towards classical dances. The judgement was based on expression, props and coordination. The jury declared state dancers from Tamil Nadu as the best, followed by dancers from Chandigarh.

The programme was well appreciated by the jury members and it created an awareness of various dance forms of India to the spectators

Practice Question

Q1) As the school reporter of your school magazine, write a brief report on the investiture ceremony of the senior school cabinet held recently in your school.

In your report you should say-

- *when and where the ceremony was held
- *who administered the oath of office and secrecy
- *who the chief guest was and what he/she said and did
- *how the ceremony concluded – cultural item, national anthem etc.

Q2). Suppose you are a press reporter. You have come to an accident site to cover the news of a car accident in which three members of a family were killed. Write a newspaper report that you would like to file to your editor.

In your report you should say-

- *where, when and how the accident took place
- *who took the injured to the hospital and how and what their condition is
- *how many people were killed / injured
- *whether any compensation has been announced to the kin of the dead / injured