



INDIAN SCHOOL AL WADI AL KABIR

Class: XII	Department: ENGLISH	Date of submission:
Worksheet No:	Topic: REPORT WRITING	

REPORT WRITING

Format of a School Magazine Report

- Heading-** A descriptive title which is expressive of the contents of the report.
- 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.
- Opening paragraph (introduction)** – It may include the '5 Ws' namely, WHAT, WHY, WHEN and WHERE along with WHO was invited as the chief guest.
- 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.
- Conclusion-** This will include the description of how the event ended. It may include quote excerpts from the Chief Guest's speech or how did the event wind up.

Format of a newspaper report

- Headline-** A descriptive title which is expressive of the contents of the report.
- 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.
- Place and date of reporting-** It is to be mentioned at the beginning of the first paragraph.
- Opening paragraph-** It includes expansion of the headline. It needs to be short as it is a general overview of the report.
- 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.
- Concluding paragraph-** This will include the action that has been taken so far or that will be taken. Eye witness's account/ compensation/ remark made by a minister. It is the last paragraph.

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

Suggested value points as given in the sample paper 2018-19 released by CBSE-

VARIOUS ACTIVITIES IN THE ADOPTED VILLAGE

Suggested value points: A Report should answer the questions:

- What - name of event and occasion
- Where
- When -date and time Activities (Teaching & Social Work) held
- A comment on the quality of the activities organized

Q1. MMD School, Nashik, recently organised a science symposium on the topic: 'Effect of pollution on quality of life'. You are Amit/Amita Raazdan, editor of the school magazine. Write a report on the event for your school magazine. (120 – 150 words) (SOURCE- CBSE 2018)

Answer:

Science Symposium held at MMD School, Nashik

-By Amit/ Amita Raazdan, Editor of the school magazine

A symposium was organised on 1st March 2025 in the school on the topic "Effect of Pollution on Quality of Life". All the science students were a part of the elucidative programme. Honorable Mayor of the city, Mrs. Arunima Chauhan was the Chief Guest.

The event commenced with the felicitation of the guest speakers. Thereafter, the participants were introduced by Shree Suraj Prakash. He acquainted them with the objectives and goals of the workshop. The resource person Dr. Hari Om Gupta reflected his profound knowledge on the topic and highlighted how important it is to curb the menace of pollution.

An exalting demonstration of effects of pollution on our lives galvanized the engrossed participants. After the lunch break Dr. K.K. Arora, Resource Person, exhibited the possible steps that can be undertaken at the personal level to reduce pollution. It was followed by another session on the basic concept behind pollution reduction which triggered the young minds into thinking innovative ways.

An interactive concourse ignited the inquisitiveness of participants. They have committed themselves completely to bring about a change in the situation. The informative workshop culminated with a vote of thanks proposed by the Head of the Science department.

Q2. You are Karan/ Kirti of L.M. Memorial Public School, Dwarka. Your school has adopted a village as a social responsibility. Students are being taken to teach the children of that village on a regular basis. Write a report, for your school magazine, on the various other programmes organized there in about 150 words.
(SOURCE- CBSE Sample Question Paper 2018-19)

Value Points or Main Clues- FOR NEWSPAPER REPORTS

(a) Robbery/Accident/Calamity/Disease outbreak/Civic problem

- (i) Catchy headline — expansion of headline in the first sentence highlighting what/when/where
- (ii) Give a reason, if any/motive
- (iii) Details in brief
- (iv) Eyewitness account
- (v) Casualties, damage, etc. (if any)
- (vi) Action was taken
- (vii) Relief measures (if applicable)
- (viii) Conclusion/comments

b) Cultural/Sports events

- (i) Occasion/organiser/sponsor, etc.
- (ii) Date, venue (time optional)
- (iii) Chief guest/special invitees
- (iv) Objectives and main highlights of the programme
- (v) Prize distribution/Annual report (if applicable)
- (vi) Message by chief guest/dignitary
- (vii) Vote of thanks
- (viii) Overall response

(c) Competitions

- (i) Occasion/organiser
- (ii) Date, venue, objective
- (iii) Name of the competition, level, topic, if any, participation
- (iv) Inaugural ceremony/welcome
- (v) Chief guest, judges, etc.
- (vi) Highlights related to performance, result, etc.
- (vii) Prize distribution
- (viii) Special remarks/address (if any)
- (ix) Vote of thanks

(d) Workshop/Seminar/Talk

- (i) What, by whom, for whom
- (ii) Date, venue, duration, etc.
- (iii) Guest speakers, the panel of experts, etc.
- (iv) Chief Guest, invitees, etc.
- (v) Activities are undertaken
- (vi) Aids used — MMP, audio-visual charts, documentary films, etc.
- (vii) Literary or field activities (if any)
- (viii) The interactive session, including question-answer round (if any)
- (ix) Expert's comments
- (x) Vote of thanks
- (xi) Overall effect

(e) Rally / Drive / Campaign

- (i) What, by whom
- (ii) Duration, venue or places covered
- (iii) Objective, motto (if any)
- (iv) Activities are undertaken
- (v) Any display/educational material used, for example, placard, banner, pamphlet, etc.
- (vi) Special remarks by a dignitary/chief guest, etc.
- (vii) Overall success

(f) Camp/Visit/Exhibition, etc.

- (i) Place, destination, etc.
- (ii) Organiser, sponsor (if any)
- (iii) Duration, date, etc.
- (iv) The number of persons/visitors, etc.
- (v) Description as applicable
 - a theme of the exhibition, type /range, etc./quality of exhibits
 - places of sightseeing, food, scenic beauty, etc.
 - the purpose and nature of camp, activities are undertaken
- (vi) Overall response

Accidents / Robbery

- (i) WHAT HAPPENED and Place where it happened
- (ii) Date (time optional)
- (iii) Incident to be discussed in detail
- (iv) How many injured/ dead/ what was stolen
- (v) Eye Witness Account
- (vi) Reason
- (vii) Conclusion
- (viii) Compensation in case of accidents

NEWS PAPER REPORT – SAMPLE

You witnessed an accident and as a reporter prepare a report for a national newspaper in about 120 - 150 words.

7 killed, 24 injured in bus accident

-by Nisha Purohit

NEW DELHI, September 14, 2023: At least seven people were killed and two dozen others injured, some of them critically, after a bus met with an accident in eastern Indian state of Bihar on September 10th. The accident took place on Monday night in Patna, the capital city of Bihar.

"In a tragic road accident that took place here at Kandap village last night, seven members of a marriage party were killed and 24 others injured after the bus carrying them overturned," a senior police official posted in Patna said. According to the police, the bus overturned after its driver lost control over it and fell into a roadside ditch. Following the accident, locals and police teams rushed to the spot and took the injured to Nalanda Medical College and Hospital (NMCH) for treatment.

Following the accident, the driver escaped and the agitated locals set the bus ablaze. The police have registered a case and ordered investigations to ascertain the cause behind the accident. The Chief Minister of Bihar, Mr. Nitish Kumar has expressed his grief and promised to pay a compensation of Rs. 3 lakhs to the family of the bereaved.

Deadly road accidents are common in India, often caused by overloading, bad condition of roads and reckless driving. According to an official report released recently, on an average, India witnessed over 400 deaths in road accidents every day in 2018. The chief minister also urged the drivers to be more cautious while driving to minimise accidents and thus saving many precious lives.

Question 1:

You had attended a workshop on personality development for students. Many eminent personalities had been present. Write a report in 125-150 words for your school magazine on how the workshop proved to be beneficial. You are Rajesh/Rajshree of Tagore Public School, Kanpur.

Answer:

Workshop on Personality Development Beneficial by Rajesh, Class XII-C

Six students of our school were sponsored to attend the recent two-day Personality Development Workshop conducted by M/s Creative Solutions Consultants at Sarabhai Seminar Hall in the city. This workshop was also attended by students of Class XII of other schools so that the total number of participants were 35.

This workshop featured presentations by eminent personalities on various topics like Communication Skills, Presentation Skills, Time Management, Team Building and others.

Each presentation was followed by a one-hour discussion on the concerned topic, which was the most beneficial part of the workshop. The presentations were conducted by Rajat Puri, Communications specialist, Sarvesh Mittal, NDTV Presenter, Sudhir Das, Independent Consultant and others.

Such an eminent gathering of professionals generated the necessary enthusiasm among the students so they asked the maximum question. No doubt, the workshop was highly beneficial in developing our personalities.

Question 2:

A few teachers and students from the Edwin University has visited your school on an exchange programme. You welcomed them grandly. Write a report in 125-150 words on the celebration. You are Brijesh/Benu.

Answer:

Question 3:

On Teacher's day, the badge holders of your school organised a grand celebration to honour the teachers of your school. As the head boy of the school, write a report on the celebration in 125-150 words.

Answer:

Question 4:

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

Answer:

Question 5:

As an active member of the Interact Club of your school, you had participated in a summer camp organised by the Lions Club of your district. Write a report on the camp and its activities in 125-150 words. You are Gyan/Geeta of XYZ Public School, Rohini, Delhi.

Answer:

Question 6:

You are the Sports Captain of your school. The annual sports were conducted last month. Write a report in 125-150 words on the conduct of the same. You are Manish/ Mita of PQR School, Mall Road, Amritsar.