



Report Writing

Report Writing

A Report is a brief account of an event that has already taken place. The report helps in recording the events of importance that occur in our day-to-day life. It attempts to present the firsthand information of an incident or event. A report of an event presents a record of events that took place. A report of an event includes one's ideas, opinions and impressions about the event.

Points to Remember

- Mention the **Place, Date, Time and Other relevant facts** about the event.
- Include **Information Collected from the people around** or affected by the event.
- Write **The name of the Reporter**.
- Provide **A Suitable Title/Heading**.
- Write in **The 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.

Format of Report Writing

heading	←	Citizens help police nab purse snatcher
byline	←	Special Correspondent HT
introductory paragraph	←	Kolkata, 5 Mar: Alert bystanders on Tuesday chased and caught a young man who allegedly snatched a bag containing Rs. 50,000 from a senior citizen after diverting his attention in Siliguri.
further details	←	The police said that around 10 a.m., Pranab, a senior citizen, withdrew Rs 50,000 from the HDFC Bank. As he left the bank, a youth came up to Mr Pranab and told him that he had dropped some papers. As he looked down, the youth snatched the bag and ran away.
details/future course	←	When Mr Pranab raised an alarm, the passers-by chased and caught the youth and handed him over to the police.
	←	The suspect was identified as Manoj (21), a youth from Asansol. The police congratulated the citizens for their quick action.

Specimen Reports

1. India records 45,903 new COVID-19 cases, 490 more deaths

India's COVID-19 caseload rose to 85,53,657 with 45,903 new infections being reported, while the number of people who have recuperated from the disease crossed 79 lakh, pushing the national recovery rate to

92.56%, according to the Union health ministry data updated on Monday.

The death toll from the disease climbed to 1,26,611 with 490 new fatalities being registered, the data updated at 8 a.m. showed.

The total number of people who have recuperated from the disease surged to 79,17,373, pushing the national recovery rate to 92.56% while the case fatality rate stands at 1.48%.

The number of active cases of COVID-19 remained below 6 lakh for the 11th consecutive day. There are 5,09,673 active cases of the coronavirus infection in the country as on date which comprises 5.96% of the total caseload, the data stated.

2. China lays claim to Galwan Valley, blames India for border clash

20 Jun 2020, 11:05

New Delhi

China says the Galwan Valley where Chinese and Indian troops were engaged in a deadly clash falls entirely within its territory, as Beijing blamed New Delhi for the June 15 military clash at the border that left 20 Indian soldiers dead.

Chinese Foreign Ministry spokesman Zhao Lijian said in a statement on Friday that the Galwan Valley, which is part of the disputed Ladakh region, is located on the Chinese side of the Line of Actual Control (LAC) – the de facto border between the two Asian rivals.

It was the deadliest clash between the nuclear-armed neighbours in decades, although China has not said whether it suffered any casualties.

According to Zhao, the fight was instigated by Indian front-line soldiers, who "violently attacked" Chinese troops who were in the area for negotiation.

"The adventurous acts of the Indian army have seriously undermined the stability of the border areas, threatened the lives of Chinese personnel, violated the agreements reached between the two countries on the border issue and breached the basic norms governing international relations," China's embassy in India said in a statement on Saturday.

Also on Friday, Zhao said China was not holding any Indian soldiers in the Himalayan border standoff between the two countries, but has not directly addressed media reports that China released 10 of them late on Thursday.

"My information is that at present there are no Indian personnel detained on the Chinese side," Zhao said, according to an English version of his daily briefing posted on the ministry's website.

Indian officials have denied that any soldiers were in Chinese custody.

Write a newspaper report on the following topics.

1. Write a newspaper report on a bus accident that you witnessed.
2. You are Ritika, editor of the school magazine. Write a report on the event for your school magazine.
3. Independence Day was celebrated in your school. District Magistrate, Ms. Renu Bala Gupta was the Chief Guest. Write a report on the function on describing the activities that took place. You are the Head boy/Head girl.
4. You are Manoj/Rajesh of R.M. Tiwari School, Dehradun. As secretary of your School Co-curricular Activities Club, you visited a slum area in your city where the people suffered a great loss of life and property in a massive fire. The students of your school rendered their services and rendered help to the victims. Write a report in 100-125 words for your school magazine.



Skills/Level
WRITING/B1

