



ENGLISH
GRAMMAR – REPORT WRITING

Name: _____

Date: _____

Class: VII Sec: ____

REPORT WRITING

REPORT

- > It is any informational work made with an intention to relay information or recounting certain events in a presentable manner.
- > Reports are often conveyed in writing, speech, television, or film.
- > Report is an administrative necessity.
- > Most official form of information or work are completed via report.
- > Report is always written in a sequential manner in order of occurrence.

Q. As a member of the NSS group of your school, write a report for your school magazine on a recently organised blood donation camp. You are Kritika.

Answer:

Blood Donation Camp

← **Title**

Kritika

← **By (Writer's Name)**

Member, N.S.S

← **Designation**

XYZ School, 14 Oct 20xx

← **Place, Date**

A Blood Donation Camp was organized on Oct 13, 20xx. The activities of the camp were carried out by the N.S.S wing of the school and the 'Blood of India' blood bank. The chief guest for this occasion was the noted senior doctor of Apollo Hospital, Mr. Bhatt. He inaugurated the event by donating blood himself. For a week before the camp, special efforts were put in to create awareness. This encouraged people to donate blood without any apprehension. Consequently, the number of blood donors surpassed the estimated number. 'Blood of India' appointed ten doctors for the event. They worked throughout the day to collect blood. The donors were given juice and fruits after the donation. Later, the chief guest presented the N.S.S volunteers with appreciation certificates. He congratulated everyone for organising this noble event.

← **Body**



A Few Tips

The general kinds of reports are:

1. Reporting for a newspaper
2. Reporting for a magazine
3. Reporting in the assembly

The format

1. For newspaper:

Heading, By-line, Place, date, and responses to the questions what, where, when, who, how

2. For School magazine:

Heading, By-line and responses to the questions what, where, when, who, how (if it is a description of event)

3. For reporting in the assembly:

Salutation, self introduction and the responses to the questions what, where, who, when and how.

Reporting for a News Paper

Q-1) You are a staff reporter of a national daily. You were asked to cover a District Science Exhibition. Mentioning all relevant details write a report

Exhibition Inaugurated (by Ibrahim)

Agra, Aug.17. - A grand ten-day Science exhibition was inaugurated at Gyana Bharati Residential School here yesterday. Forty schools from different parts of all states are participating in the exhibition. The theme of the exhibition is "Water Conservation". "We hope this exhibition focuses on the need of the hour" said Dr. Bharatan, the convener of this exhibition.

Inaugurating the exhibition Mr. Justice Chaudhari (IRS) stressed on the need of students' participation in creating social awareness on vital issues. Mr. Durai Swamy, the headmaster had made arrangements for the exhibition.

Reporting for school Magazine:

TREKKING CAMP OF OUR NCC STUDENTS

Anjali

Troop Captain

Christ King School, Chennai.

25, May 2017.

Forty students of our school NCC unit guided by Mr. R.B.Sachan, Programme Officer went on a ten-day trekking camp to Forests of Bhind (MP) summer holidays. We set out from our school campus of 10th of May in a specially arranged bus. We went up to Morena forest in the bus. We started walking from there with the essential things packed in our hold-all. We reached the wild areas of the forest of Bhind by evening. We raised our tent in convenient places near to a River Yamuna. We prepared our dinner, dined in the moonlight and had a comfortable sleep. For the next 8 days we trekked around in the nearby hills. It was a wonderful outdoor experience for the students. We returned to campus safely on 22nd of May.