

Vidya Bhawan

Balika vidyapeeth, Lakhisarai

Subject : English. 24/05/2020

Class : IX

Teaching Learning Material

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WRITING SECTION

REPORT WRITING

A report is a statement of facts. It is the description of an event or a situation. you come across reports about events, accidents, burglaries, matches, etc. published in newspapers. you can see reports of events like the Annual Day, the Sports Day, etc. published in your school magazine.

Remember the following facts while writing a report:

1. The facts should be given in proper sequence.
2. The facts given in the report must be correct.
3. If the report is about an event, it is important to mention the date and time of the event.
4. Reports have headings also.

5. Since a report is a formal piece of writing, it must contain only relevant details and should be formal in style.
6. Reports carry the name of the writer also.
7. If the report is being written for a school magazine, the name of the city and date should not be mentioned.
8. It is generally written in the past tense.

Read the given report carefully:

SCIENCE WEEK AT SPM PUBLIC SCHOOL

Reema Jain SPM Public school organised a science week from 10 Sep to 15 Sep, 2010. A science Dordtory exclusively for primary children was inaugurated on 10 September by Shri R.K. Sharma, Chairman of the Managing Committee of the school. In his inaugural speech, Mr Sharma expressed the hope that the lab would help the children to take greater interest in the subject and would develop scientific aptitude in them.

The students of various classes displayed their charts and models in the exhibition held in the science lab for senior classes. An interscholastic competition held on 12 September drew 50 participants from the

host school as well as other prestigious schools of the city. In her speech, The Principal Mrs Das praised the efforts of the staff and students in making the science week a grand success.

Exercise

1. Your school recently celebrated the Golden Jubilee year. The celebrations included cultural evening, quiz competition, debates and a tree planting ceremony. Write a brief report in about 100-125

2. Imagine you are Gopal. You have just returned from a hill station. Prepare a report describing your