

REPORT WRITING

Report writing is a formal way of writing elaborately on a topic. The purpose of re

Report writing is to inform reader about any topic. All the data you provide in report must be bias free and accurate. It is different from essay.

Format of essay:-

Title :- This include name of auther and date of report preparation

Summary :- there need a summary of major points. It should be short showing the general overview of report.

Introduction :-This part shows why the report is being made. If the definition of terms is not given in title it can be present here.

Body of report :-This is the main section of the report. There can be several section with each having a subtitle .information should be arranged according to their importance.

conclusion: This is the section showing and collection of everything.

Recommendation :- any suggestion can be given that what should be done.

Appendices:-it have all the technical detail that support your answer.

IMPORTANT POINT TO BE NOTED WHILE WRITING A REPORT

1:- Use names or pronouns when you write about anyone.

2 :- Limit yourself to one idea per sentence. Short and straightward sentences are easy to understand.

3:-Idea should be clear and specific.

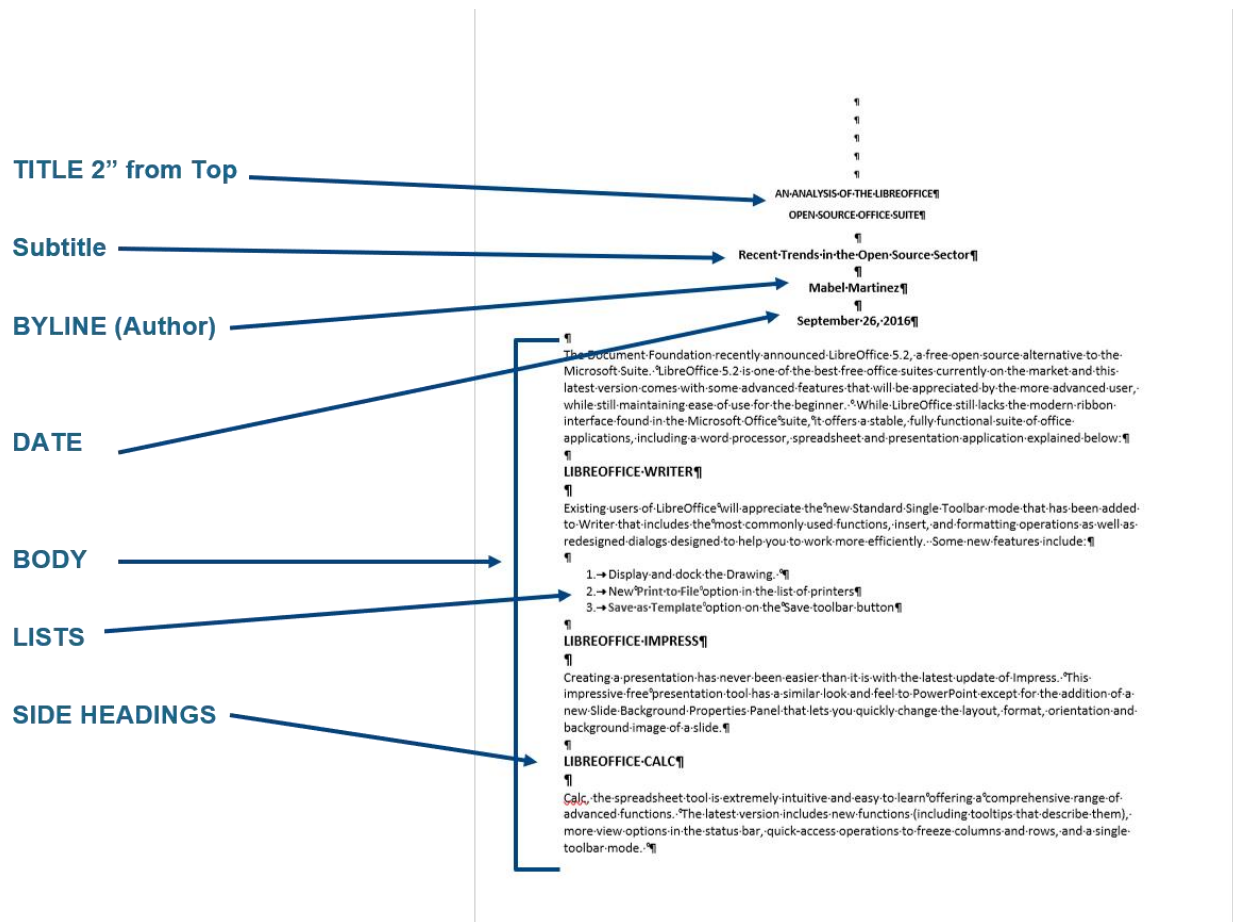
4:- Use simple language and words that are easy to understand.

5:- Use only proved facts. Guesses ,hunches should not be included.

6:- Write in paragraphs, so that your report will be more logical and easier to read.

7:- Use active voice in writing a notice.

Examples



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)

Answer:

Report on Science Symposium held at MMD School, Nashik

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

A symposium was organised on 1 March 2018 in the school on the topic "Effect of Pollution on Quality of Life". All the science students were a part of the elucidative programme.

The event started with the felicitation of the guest speakers. Thereafter, the participants were espoused by Sh. 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.

ASSIGNMENT

Q.1:- Cultural Society Sunshine Public School, Nellore organised an adult literacy camp in its neighbourhood. Write a report in 150-200 words on the camp for your school newsletter. You are P.V. Sunitha, Secretary. Use the following clues: no. of volunteers – hours spent in teaching – location of the class – chairs, blackboards – no. of people attending the camp – benefit.

Q2:- You are Sandhya/ Sohan an active member of the Animal Lovers Club which works for the welfare of animals by preventing cruelty to them. Recently you visited Mahatma Gandhi Animal Care Home. You were pleasantly surprised to see the good treatment given to the animals. Write a report in 150-200 words on your visit. You may use the following points: injured dogs and cats – abandoned pets – very old animals – all very well cared for – well-equipped medical room – veterinary surgeon – green surroundings.

Q.3:- You are Rohit of second semester of diploma electronics. As world is facing pandemic of covid 19. Write a report in about 200 words about the measure taken by india to fight this pandemic.

Prepared by

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