

What is Report Writing?

Report Writing - A report is a written account of something that one has observed, heard, done, or investigated. It is a systematic and well-organized presentation of facts and findings of an event that has already taken place somewhere. Reports are used as a form of written assessment to find out what you have learned from your reading, research, or experience and to give you the experience of an important skill that is widely used in the workplace.

Format for Report Writing - - (depends on the type of report, usually 6 /7 kinds) What is a newspaper report or a magazine report ?

A newspaper report is the one which is published in a newspaper and magazine report is generally written for a college /company promotional or business purpose.

Format of a newspaper report

Headline- A descriptive title that 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. You are not supposed to mention your personal details in your answer.

Place and date of reporting- It is generally not mentioned in a magazine report separately, but here, it is.

Opening paragraph- It includes the expansion of the headline. It needs to be short as it is a general overview of the report.

The 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 which will be taken. It is the last point.

Make sure you use language which is suitable for the audience you are addressing. The usage of complex vocabulary is not advisable.

Make sure you write in paragraphs. Highlight important information. It is very important to understand the question and read between the lines. Albert Einstein once said, "If you can't explain it simply, you didn't understand it well enough."

Plan before you pen.

The presentation is very important.

Make sure you double-check for grammatical accuracy and spellings.

Leave an adequate number of lines between paragraphs to make it look clean.

Underlining the main points is very important.

Make small sentences. It restricts the scope of grammatical inaccuracies.

Q1. MMD Institute, Nasik, recently organized a science symposium on the topic: 'Effect of pollution on quality of life'. You are the editor of the magazine. Write a report on the event for your magazine. (120 – 150 words)

Answer:

Report on Science Symposium held at MMD , Institute Nashik
-By Amit/ Amita Raazdan, Editor of the Institute magazine

A symposium was organized on 1 March 2018 in the Institute on the topic "Effect of Pollution on Quality of Life". All the science students were a part of the elucidative program. 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 the 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 the students elected representative of M. Memorial Engineering college, Dwarka. Your college 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 college magazine, on the various other programs organized there in 150-200 words.

Answer:

VILLAGE ADOPTION- A STEP TOWARDS BEING SOCIALLY RESPONSIBLE

-BY KARAN/ KRITI

On the occasion of World Literacy Day, L.M. Memorial College, Dwarka has taken an oath to embrace the village named

Rajpur.

The college has taken the responsibility of educating the people residing in the village. Selected students from each semester are taken there every weekend, during college hours to impart knowledge.

The first 6-month motive is to make each and every person capable of reading and writing. Free books and stationery is being provided for quality education. Children are given time to spend with each other, play games, and interact.

Apart from educational needs, special care is devoted to hygiene and sanitation. Girls are being given awareness of the importance of health related hazards and hygiene. Various talent hunts have been organized which left everyone overawed. The immense enthusiasm and zeal in the people to learn is the main driving factor.

A family kind of environment is being created. The college treats the people of the village as its own students and is unbiased. By adopting a village, the college is making its students sensitive towards the needs of the environment. It is committed to raising the leaders of tomorrow.

Q3. Sunshine Boys Badminton Club Society, Nellore organized an adult literacy camp in its neighborhood. Write a report in 150-200 words on the camp for your college 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.

Answer:

ADULT LITERACY CAMP

-BY P. V. SUNITHA, SECRETARY

An adult literacy camp was organized by Sunshine Boys Badminton Club Society, Nellore, in the neighborhood yesterday extending educational options to those adults, who have lost the opportunity and have crossed the age of formal education. The activities of the camp were carried out by the society of the Club and there were a total of 25 volunteers.

The camp began with the welcome speech for the chief guest, Mrs. Kavita Naik, a renowned social worker. 400 people were a part of the camp. They were divided into different groups in accordance with their competencies.

They were taught the basics of being able to read and write. Free books and stationery was provided for quality education. All the arrangements including desks and blackboards were done in advance.

Apart from educational needs, special care was devoted to hygiene and sanitation. They were taught the basics of

cleanliness like types of wastes and their management. Refreshments were also provided to the participants. The immense enthusiasm and zeal in the people to learn was the main driving factor.

The chief guest distributed the certificates of participation among the volunteers. The camp ended on a positive note. There was an atmosphere of learning and growing together. At last the camp ended with a formal vote of thanks and distribution of books to the participants in order to enculcate an appetite for reading thereby facilitating overall literary taste.

Q4. 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.

A visit to Mahatma Gandhi Animal Care Home
-Sandhya/Sohan

Animal Lovers Club was recently invited by the Mahatma Gandhi Animal Care Home for a visit where an opportunity to oversee the working of the organization was given.

It is home to abandoned pets, rescued animals, and the ones injured on the streets. There were many old animals as well. It was astounding to see the quality of care the animals are being given. They have a family-like environment for them. This helps them to heal faster and stay happy.

The animal home has all the facilities ranging from a well-equipped medical room to a veterinary surgeon. Regular check-ups of those unwell by a team of veterinary specialists are carried out.

The surroundings are animal-friendly as well. They are not being ruthlessly kept in cages. They have green surroundings with enough space for them to play and nurture.

Mahatma Gandhi Animal Care Home is doing a mind-blowing job by understanding and fulfilling the needs of those who can't speak for themselves. The experience was an overwhelming one.

Q. Independence Day was celebrated in your college. District Magistrate, Ms. Indu Bala Sharma was the Chief Guest. Write a report on the function in 150-200 words describing all the activities that took place. You are the cultural secretary.

Answer:

GD Goenka College of Arts (xyz, any name) celebrated Independence Day with great enthusiasm and patriotic fervor. On the morning of August 14, 2020, our students presented hand-made greeting cards and tri-color flag badges to the senior management functionaries of the college.

The cultural program at the college commenced with everyone singing 'Vande Mataram' followed by flag hoisting by the chief guest, Ms. Indu Bala Sharma, the District Magistrate.

The spirit of freedom and nationalism was well exhibited by the students as well as the teachers through a spectrum of patriotic poems, speeches, quizzes on freedom fighter, songs, and dance.

Committed to the task of nation-building, both faculty and student teachers pledged to serve their motherland through spreading education and serving the community. A presentation on the historical evolution of the national flag of India was shown.

A documentary on the contribution of unsung heroes of Indian freedom struggle like Tirupur Kumaran, Kamla Devi Chattopadhyay, and Khudiram Bose enlightened the audience.

A few of them spoke on the history and significance of the Independence Day and shed light on the special highlight of celebrations this year.

It ended with a speech by the principal on the topic, "What does freedom mean to me?" The celebration concluded with the inspiring words of the principal madam, followed by the National Anthem and the distribution of refreshments.

Date:

To
The Municipal Commissioner
(..... Municipality)
(Address)

Sub.: Complaint against the street vendors for creating unhygienic atmosphere

Dear Sir,

This is to bring to your goodself's kind attention that the street vendors, who are carrying on their business on daily basis beside the street of (....name of the street....) near themarket in ourlocality, are creating insanitary conditions alongside the place they are operating.

I along with some of the other residents in our locality had been personally requesting most of these street vendors to not to create any kind of unhygienic atmosphere around the place of their business operation and to keep it neat and clean as far as possible. While they care to do it for couple of days, but then again they go back to their usual routine and throw garbage beside the street, which can lead to health issues for people around the locality.

I am enclosing herewith a photograph of the unhygienic place caused by the said street vendors in our locality as stated hereinabove.

We, the local residents, would greatly appreciate your kind help and prompt action in this regard.

Thanking you,
Yours faithfully,

Signature
(Name of the Complainant)

Enclosed:
Photographs

Letter to Chief Medical Officer of your district complaining about the insanitary condition in your locality

Gandhi Chowk,
Bhiwani.
April 23, 2018

The C.M.O.,
Civil Hospital,
Bhiwani.

Subject :- Complaint about insanitary condition.

Dear Sir,

I wish to bring to your kind notice the insanitary condition of our locality. It is the dirtiest part of the town. There are pools of water here and there. The drains are over-flowing. The locality is filled with heaps of rubbish. Filthy gutters are an ugly sight. This locality has become a breeding place for flies and mosquitoes. During rains the condition of this locality becomes worse. Dirty water over flows the drains and floods the streets. The sweepers do not remove garbage daily. The drainage system is most defective. The sanitary inspector does not visit the locality regularly. If this state of affairs is allowed to continue cholera, malaria or typhoid is likely to break out. Therefore, I request you to visit our locality and take immediate steps to improve the living conditions. The residents of this locality will be thankful to you. It is a question of public health and safety.

Thanking you,
Yours faithfully,
Ravinder.

Sample Letter: Letter of Complaint

(Your Name)
(Current Address of Your Apartment, Unit #)
(City, State, Zip Code)

(Date)

(Landlord or Apartment Company's Name)
(Address as Printed on Your Lease)
(City, State, Zip Code)

Re: (Short statement of the issue, such as Noise Complaint; Trash in the Hallway; etc.)

Dear (Name of landlord or manager),

I'm writing to formally request your help in dealing with an issue that (has arisen/has been ongoing) with my neighbors in (neighbor's apartment number). To date, the following actions have been taken:

- (Create a bulleted list, in chronological order, that lists actions taken so far including whether you've already contacted your neighbors or landlord/apartment company and what you may have done to address the issue.)

These previous attempts to resolve the problem have been unsuccessful, and this issue is directly affecting me by (state the impact this situation is having on you). To resolve this issue, I'd like you to get in touch with (neighbor's name/the residents of unit XX) and facilitate a resolution.

I'm hoping we can resolve this issue on or before (set a specific date that's reasonable, maybe a week out).

Should you need to reach me to discuss this further, please (call/email) at (insert phone or email based on preference for communication). I appreciate your attention to this issue.

Kindly,

(Your Name and Signature)
(Apartment Number)
(Phone Number or Email Address)

Complaint Letter to Police Station for Loss of Documents or Certificate

From:

Rakesh Gupta

52A, Gandhi Nagar

New Delhi

Date: 12.02.19

To,

The SP

Gandhi Nagar Police Station

New Delhi

Sub: Regarding Loss of Documents

Dear Sir,

I am writing this letter to inform you that on 18.02.19 my bag has been stolen outside Gandhi Nagar metro station when two men on a motorbike came and snatched it away. Because they pushed me badly, I lost my control and could not even notice the number on the bike and before I could chase them, they had vanished from the scene. The bag contained some important official documents along with some cash. Assuming that it has been stolen from there,

It is a humble request to you to please take a quick action in this matter as those documents were very important. I will be very thankful if you could please find these documents. I have also filed the complaint against the same.

Thanking in anticipation.

Sincerely,

Rakesh Gupta

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