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ENGLISH

Introduction to Report Writing

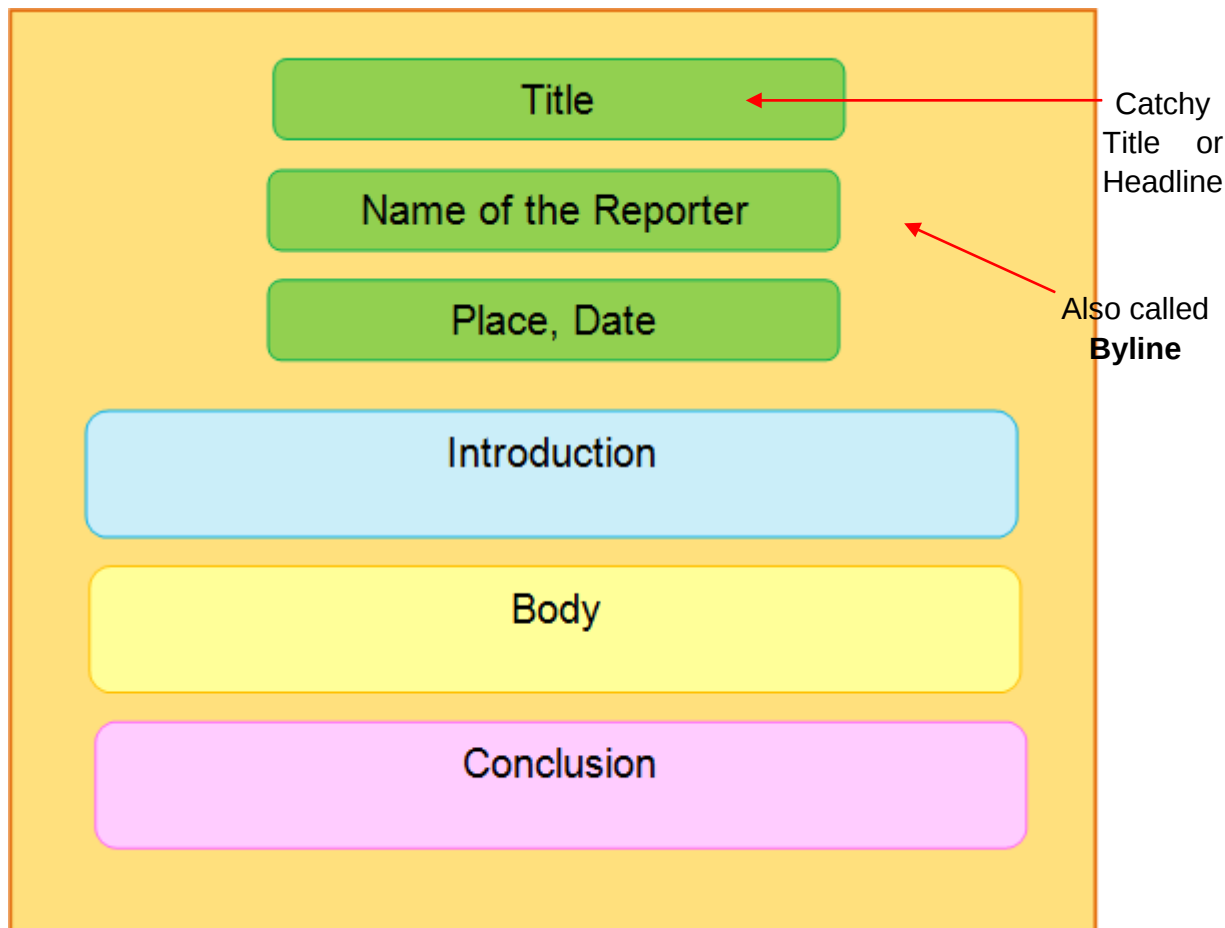
What is a Report?

A report is a piece of writing that contains accounts of things that are seen, heard, known or investigated. Report writing is very similar to article writing, but the latter is more casual than the former. Reports are meant to be published in journals, newspapers and magazines.

The characteristics of a report:

- Informs the reader about an idea, phenomenon and piece of news or information
- Describes a situation or a sequence of an event
- Presents an opinion or an objective analysis
- Can be formal or informal depending on who the readers are
- Is more formal than a report
- Is well researched and the facts are true
- Can be used for descriptive purposes

Format of a Report



Example:

2 injured in vehicle collision at Ram Maruti Road.

Anusha Banerjee

Thane, 10th June 2014

Two men were injured on Ram Maruti Road yesterday when a motorist failed to see an oncoming car.

Rakesh Sharma (34) didn't notice the Maruti Zen car driven by Sumant Dasgupta (27) because he was distracted by a noisy wedding procession on the road. Both men are residents of Vrindavan society and were immediately taken to Dr Salvi's Hospital at Ram Maruti Road, Thane. Eyewitnesses say that even though Dasgupta tried to avert the situation by applying breaks, it didn't help.

Though he has escaped with minor abrasions, Sharma had to bear the full brunt of the impact. He has a broken nose and an injured shin bone. Both men are recuperating at the hospital.

Title

Introduction

Catch the reader's attention. Should answer **Who? When? and Where?**

Additional information

Supply details. Most important details go first.

Additional Information

What people/eyewitnesses said

Conclusion/Final views of the writer

How to Write a Report

- Before one starts writing, ask four questions. Use your imagination and visualise the prompt.
 - **What** has happened?/**What** will happen?
 - **When** has it happened?/**When** will it happen?
 - **Where** has it happened?/**Where** will it happen?
 - **Who** are involved?/**Who** will be involved?
 - **How** has it happened?/**How** will it happen?

Example:

Headline: Science Exhibition at Poddar High School

What has happened? – Science exhibition

When? – Tuesday

Where? – Poddar High School

Who?—Students of Poddar High School/ Students of other schools/ teachers **How?**—Gathered at Poddar High School—exhibited science projects—themes revolved around science—Principal judged—Gurukul High School won—Came to an end after cultural shows

- Think of a catchy headline that may give the reader a brief idea. Do not include too many details in the headline.
- Use the title case for writing headlines. All the words except prepositions and articles will start with a capital letter.

- Tsunami Rocks Southern India
- Blood Donation Camp at Vasant Kunj
- Two Injured in a Tree Collapse
- Angry Tusker Creates Mayhem

- Write the name of the reporter or the **Byline** if it is given in the question. If not, then write By Staff Reporter.
- If the report is meant for a school magazine and if the name is not given, then write By a Student Reporter.
- Write the place and the date below the byline.
- The placeline should correspond with place where the incident took place.
- The date should correspond to the day the report was published, not when the event in the report happened.

- By Tahira Rashid
Mumbai, September 2014: ...
- By Rachna Shettigar
Bengaluru, March 2015:...

- Structure your article by dividing your points into three parts—**introduction**, **body** and **conclusion**.
 - **Introduction:** Include the most important details in the introductory lines. Do divulge details in the first line.
 - Answer the **What? Where? When? Who?** Questions.

- Two civilians were injured when a tree collapsed at Girija Nagar yesterday.
- Mayhem ensued when a tusker ran amok at Indira Nagar earlier today.

- **Body:** The body of the report will expand the details given in the introductory line.

- Mitesh Shah (41) and Jagadish Jalan (29) were injured when a century old banyan tree collapsed in yesterday's rain.
- Umashankaran, a 10-year-old elephant, created chaos when it ran amok at the jaggery market at Indira Nagar yesterday.

- The body of the report will also include details like quotes of people and accounts of eyewitnesses.
- Quotations will create a feeling of being at the scene.

- Rajesh Gajanan, an onlooker said, –It was very unfortunate. The two men didn't expect the sturdy tree to collapse so suddenly.!
- Chinnamma, a vendor who sells palm sugar at the location, recounted the great fury of the tusker. –He trumpeted very loudly at the sight of the mahout.!

- The closing lines will tie up the loose ends and divulge in any extra or related information.
- It may also present the reader with the current status of the incident.

- The two are now recuperating at Maruti Hospital and are believed to be out of danger.
- The elephant has now been tamed and confined at Juno Animal Hospital. Dr. Pashupati will now check the tusker for any signs of elephantine dementia.

Sample 1

You are Amit Patel writing for your school magazine. Write a news report about the Teacher's Day Celebration in your school.

Teacher's Day Celebration at Saraswati Vidyalay By Amit Patel

Malad, 5th February 2015: The Teacher's Day celebrations at Saraswati Vidyalay this year was exciting and special at the same time. In addition to the song and dance routines performed by students, there were numerous skits based on the lives of many famous people such as Dr Radhakrishnan, Rabindranath Tagore and Savitribai Phule.

As an initiative, the students of the school with the help of their parents collected money which will be used for the benefit of the retired teachers of the school. There were also games and activities organised for the teachers.

Senior teacher Mrs Godbole said, –I am moved by the gesture of the students. Our students are the finest.!

The programme ended with a special lunch arranged by the students for the faculty.

Sample 2

Report the arrest of a prank caller who sent the police on a wild goose chase about a nonexistent bomb

Hoax Caller Arrest By Ruksar Ansari

Delhi 7th September, 2014: A local man has been arrested in connection with a hoax call that was made to the Delhi police. A.C Murugesh, a resident of Saket, has been arrested for not only misleading the police but also delaying three flights. The perpetrator claimed to have knowledge of three bombs that were apparently planted in a UK bound flight.

The call set the police force in motion who along with the bomb squad cordoned off the airport area and moved the people to safety. Eventually, it was determined that the call was a hoax. Police employed the Aircel cellular service to track the location where the call was made and apprehended the culprit.

The investigation is in progress to ascertain whether the perpetrator has a history of mental illnesses.