


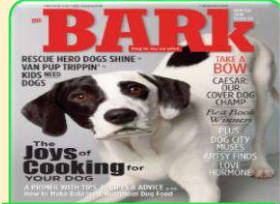


# 9. REPORT WRITING

## Report Writing

Reports tell us what things are (or were) like.

They are sometimes called **non-chronological reports**. This means that they are not written in time order.



<h2>INTRODUCTION</h2>	<p>A report is an account given of a particular event, issue, subject, especially in the form of an official document, after thorough investigation or consideration by an appointed person or body.</p>
<h2>TYPES OF REPORTS</h2>	<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p><b>Newspaper report</b></p> <div style="background-color: yellow; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div> </div> <div style="text-align: center;">  <p><b>Magazine report</b></p> <div style="background-color: green; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div> </div> <div style="text-align: center;">  <p><b>Official reports for various organisations</b></p> <div style="background-color: red; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">3</div> </div> </div>
<h2>FORMAT OF VARIOUS REPORTS</h2>	<p><b>Newspaper Reports:</b> These are accounts of current</p> <div style="display: flex; align-items: center;">  <div style="border: 1px solid #ccc; padding: 5px; width: 80%;"> <ul style="list-style-type: none"> <li>Title/Headline</li> <li>By (name of author)</li> <li>Place, date (date is not always mentioned)</li> <li>Body of report.</li> </ul> </div> </div>

	<p><b>events and happenings</b></p> <p><b>Magazine Reports:</b> These are written to give account of specific events that have taken place, for example, India International Fashion Week, School Annual Day etc.</p> <ul style="list-style-type: none"> <li>• <b><u>Title/ Heading</u></b></li> <li>• <b><u>By (name of author)</u></b></li> <li>• <b><u>Body of report.</u></b></li> </ul> <p><b>Formal/ Official Reports:</b> These are complex documents often of important projects and proposals.</p>
<p><b>POINTS TO REMEMBER</b></p>	<ul style="list-style-type: none"> <li>• All reports are <b>objective</b>. <b>There is no place for your personal opinions, perceptions, emotions and feelings in a report</b></li> <li>• <b>Keep in mind the target audience</b> and structure your report accordingly</li> <li>• <b>Personal pronouns in first and second person</b> (I, me, we, us, you,) are generally <b>not used</b></li> <li>• <b>Passive voice is preferably used</b></li> <li>• <b>Past tense</b> is mostly made use of in report writing</li> <li>• <b>The language should be clear, concise and to the point.</b></li> <li>• <b>Technical jargon and subject specific terminology is best avoided</b></li> <li>• Information should be <b>organized logically and coherently</b></li> <li>• Your report <b>should not have any grammar and syntax errors.</b></li> </ul>
<p><b>STEPS IN REPORT WRITING</b></p>	

**Step 1- Understand the purpose of the report**

**Step 3- Organize your content**

**Step 5- Write the report**

**Step 2- Gather and select information**

**Step 4- Analyze your material**

**Step 6- Review and redraft**

**Step 7: Presentation**



### **Question1**

**What do you understand by the term 'Report'?**

#### **Answer:**

The word 'Report' is derived from a latin word 'Reportare' which means to carry back Re back. Portage to carry.

A report therefore is a description of an event carried back to someone who was not present on the scene.

C.A. Brown defines a report as follows, "a report is a communication from someone who has information to someone, who wants to use that information."

In business, the business executives, administrators, manager etc. have to report daily. i.e. write as a part of their duty, things related to their work which they have either done or related to the activities of the organizations they belong to.

A report is thus a formal communication written for a specific purpose, it included a description of procedures followed for collection and examination of data, their significance the conclusions drawn from them and recommendations if required.

**Question 2****Explain Different type of Report.****Answer:****1. Newspaper Reports:** These are accounts of current events and happenings

Title/Headline

By (name of author)

Place, date (date is not always mentioned)

Body of report.

**2. Magazine Reports:** These are written to give account of specific events that have taken place, for example, India International Fashion Week, School Annual Day etc.**3. Formal/ Official Reports:** These are complex documents often of important projects and proposals, e.g. results of studies and experiments, proposals for launching a new product etc.**Question 3****Briefly the points which are considered while writing a Report.****Answer:**

1. All reports are **objective**. **There is no place for your personal opinions, perceptions, emotions and feelings in a report.** Your suggestions and recommendations are based on facts, data and not subjective views.
2. **Keep in mind the target audience** and structure your report accordingly.
3. **Personal pronouns in first and second person** (I, me, we, us, you,) are generally **not used** in a report.
4. **Passive voice is preferably used** in writing newspaper and magazine reports. Active voice can be used in official reports.
5. **Past tense** is mostly made use of in report writing since we are reporting happenings, which have already taken place.
6. The **language should be clear, concise and to the point**. Long winding sentences, vague information and irrelevant material must not be included.
7. Technical jargon and subjects specific terminology is best avoided since all people cannot understand it. If including such terminology is necessary, add a glossary for it.
8. Information should be **organized logically and coherently**. Many reports are written in the **chronological order**, i.e., following the sequence in which the event occurred. A poorly structured report makes no sense to the reader.
9. Your report **should not have any grammar and syntax errors**. It is a good

idea to get it proof read for accuracy.

#### **Question 4**

#### **What are the tips for writing a Good Report?**

#### **Answer:**

**Planning the report:** This is the first and most important step of writing a report. While planning a report the following facts have to be kept in mind: -

- The report is meant for whom?
- What is the purpose of report?
- What kind of report is expected?
- What facts are to be furnished?

**Collection of relevant data:** Next the relevant information's have to be collected which is required or writing the report. Major sources of information's are company files, interviews, letters, questionnaires, personal observation, library research etc.

**Analysing the data:** After the collection of the data, the data has to be analysed thoroughly. A lot of data has to be rejected while many more data may be required to be collected.

**Drafting the report:** Now the writer has to make an outline to write the actual report. In the outline the problem is stated, relevant facts are put down, i.e. a draft report is prepared.

**Writing the report:** When the draft report is ready it is re-revised, pruned and polished. Then the final report is written. While writing, the writer has to keep in mind that the language should be simple unambiguous and free from any grammatical error.

**Editing the final report:** Even after writing the final report it should be examined and revised again. Preferably it should be critically Analysed and re-written (if required) before getting it finally typed and/ sent.

#### **Question 5**

#### **What is a report format?**

#### **Answer:**

Report Writing Format. ... Reports are divided into sections with headings and subheadings. Reports can be academic, technical or business related, and feature recommendations for specific actions. Reports are written to present facts about a situation, project or process and will define and analyse the issue at hand.

#### **Question 6**

#### **What is the difference between a report and an essay?**

#### **Answer:**

Both essays and reports use an introduction and conclusion format. The main content, findings, analysis etc. come in-between. A report generally has a fixed structure. ... In an essay, the thought process taken from the question dictates the structure of the main body of an essay.

### **Question 7**

**What is a formal report example?**

**Answer:**

A formal report is an official report that contains detailed information, research, and data necessary to make business decisions. This report is generally written for the purpose of solving a problem. Some examples of formal reports include: ... Compliance Report. Audit.

### **Question 8**

**What is the difference between a report and a form?**

**Answer:**

Differences between Forms and Reports: Forms are Input to the information system and Reports are output from the system. Form gathers information for essentially one record of the database. ... On the other hand, values on report can't be modified by user.

### **Question 9**

**What is the difference between formal and informal report?**

**Answer:**

The subject "procedure" is being acted upon. The use of contractions is another difference between formal and informal writing. ... So regardless of whether you decide your report should be formal or informal, it should always be professionally written.

### **Question 10**

**What is the difference between a query and a report?**

**Answer:**

The Difference between Queries and Reports. A query is a question you define and send to the data source to retrieve the data. A report is an organized and formatted view of the data the query retrieved. The report does not have to include all of the data items you specify in the query.

### **Question 11**

**What is an informal report?**

**Answer:**

Informal Reports. Elements of an Informal Report. An informal report can be used to share important information with one person or a small group of people.

It is generally brief and direct and can be delivered in email or memo format. The following outline can be used to write an effective informal report.

### **Question 12**

#### **What is database report?**

##### **Answer:**

A database report is the formatted result of database queries and contains useful data for decision-making and analysis. Most good business applications contain a built-in reporting tool; this is simply a front-end interface that calls or runs back-end database queries that are formatted for easy application usage.

### **Question 13**

#### **What is an informational report?**

##### **Answer:**

Informational reports provide data, facts, feedback, and other types of information without analysis or recommendations. There are four uses for these types of reports: Decision-making reports are a use of informational reporting that contains facts about monitoring and controlling operations.

### **Question 14**

#### **What is a reporting tool?**

##### **Answer:**

Reporting tools allow you to extract and present data in charts, tables, and other visualizations so users can find useful information. ... A reporting tool is typically an application within a business intelligence software suite. Reports can vary in their interactivity.

### **Question 15**

#### **What are reporting applications?**

##### **Answer:**

A reporting application is a self-contained program with an interface that helps the user accomplish reporting tasks. It typically consists of one or more Master Files, procedures, and HTML files. ... The procedure requests data from the data source, using the Master File to understand how the data is organized.

### **Question 16**

#### **What is a reporting engine?**

##### **Answer:**

A reporting engine can turn data into meaningful, actionable information. ... An embedded reporting engine allows reporting features to be directly integrated into your own application to present data as interactive web reports to enable users to analyse and visualize their data.

**Question 17****What is reporting system?****Answer:**

A Business Reporting System is a general term applied to a wide range of applications that are used for collecting, storing, analysing and providing access to data in order to help the decision makers in business make better more informed business choices.

**Question 18****What is the difference between a static report and a dynamic report?****Answer:**

Since Front Spin Lists are powered by Salesforce Reports, setting the List Type to Dynamic allows it to be refreshed (re-running the Salesforce Report), which will automatically update the Leads and Contacts in the List. This allows new Leads or Contacts that match the Salesforce Report criteria to come into the List, and any that no longer match the Salesforce Report criteria will be removed from the List. Setting the List Type to Static, on the other hand, only allows the data to come into the List one time; it is not refreshable. This List Type may be used, for example, when you want to create an guest invitation list for a conference or event, where the List itself would not need to be refreshed or changed.

**Question 19****What are the stages of report writing?****Answer:**

Writing the report: the essential stages

- Stage One: Understanding the report brief.
- Stage Two: Gathering and selecting information.
- Stage Three: Organising your material.
- Stage Four: Analysing your material.
- Stage Five: Writing the report.
- Stage Six: Reviewing and redrafting.
- Stage Seven: Presentation.

**Question 20****How do you structure a report?****Answer:****Steps**

1. Research your subject extensively.
2. Write down what you feel in your own words.



3. Begin writing!
4. Write smaller articles at first - 250 to 300 words or so.
5. Try to give the reader a bit of a 'gift'.
6. Rewrite whatever sounds silly at first glance.
7. Don't rest too long on your laurels and keep writing.

### **Question 21**

**What are the key components for a good news story?**

**Answer:**

Good news stories have more than one of these elements.

- Proximity: Location, location, location.
- Prominence: A well-known person, place or event has a stronger news angle than something that the audience isn't familiar with.
- Timeliness
- Oddity
- Consequence
- Conflict
- Human interest
- Extremes/superlatives

## **PAST EXAMINATION QUESTIONS:**

**NOV - 2018**

### **Question1**

**Write a Newspaper Report in 250 words on the topic: "Daughter of Gardener Tops Board Exams."**

**Answer:**

**"Daughter of Gardener Tops Board Exams"**

"I am not educated, and that is why I wanted to ensure that my children are." said Akshat Gupta, a poor gardener, whose daughter Prerna (18) topped the board exam on Monday.

Prerna, who scored 689 out of 700 (98.42%) in CBSC Board exam 2016-17, attributed her success to her parents and teachers who trained her well. Studying in a 300 sq.-ft room might have been a bit stifling but it never proved a deterrent.

"The harder you work for something. The greater you'll feel when you achieve it". Prerna said, "I have to be like this in my life so that my parents feels proud of me, for which I have climbed the first stairs today".

News of Nation: 18/11/2018, 10:30 1<sup>ST</sup>

## MAY - 2019

### Question1

**Draft Newspaper Report on "Six Lane highway connecting two state inaugurated" to be published in a national newspaper**

**Answer:**

**Six Lane Highway- Inaugurated**

**By XYZ**

With the mission to enhance the Inter State Road Network of India, National Highways Authority of India (NHAI), an autonomous body under Ministry of Road Transport and Highways has been launching various schemes. The recent one, being the vision of our Prime Minister Shri Narendra Modi is Bharatmala Pariyojna.

The scheme aims at linking the border lying States of Nation to each other and to the areas located centrally. To improve freight and passenger movement, the Highways are being upgraded to 6 or 8 lane. While the DPR of some Highways is under progress, various others are on verge of completion. One such major Express Highway connecting Punjab to Gujarat via Rajasthan has been inaugurated by the Prime Minister on Monday morning, 10th June 2019.

The Express Highway is 6 lane connecting the port city of Gujarat, Jamnagar with the heart of Punjab, Amritsar. It will enable the movement of freight from ports to the central India. The Highway has been considered to be of National Importance. It is well equipped with features like 24 x 7 Ambulance and SOS services, HD cameras, latest LED lightings and Highway Villages providing all necessities at one stop.

The inaugural ceremony was followed with words of wisdom and promising future of nation from our Prime Minister. The Express Highway has been opened for the traffic since Monday itself.

## NOV - 2019

### Question1

**Draft Newspaper Report on "Flood situation grim in southern, western states" to**

**be published in a National Newspaper.**

**Answer:**

**Report Writing:**

**"Flood situation grim in southern, western states"**

- By XYZ

Kerala and Karnataka , October 12, Kerala and Karnataka were facing a grim situation on Saturday due to floods and landslides triggered by torrential rains that have left 54 people dead in the last couple of days and disrupted normal life, while 19 people lost their lives in Gujarat since Friday evening" rain-related incidents.

Rescue operations were also underway in deluge-hit parts of Maharashtra, where 12 people have died, to move stranded people to safer locations. Nearly 1.25 lakh people have been displaced in Kerala including nearly 25,000 each in worst-hit Wayanad and Kozhikode. Forty-two people died in rain-related incidents with 80 landslides in eight districts of Kerala since August 8, officials said.

Many people are still feared trapped under debris following major landslides in the Kavalappara in Malappuram and Puthumala in Meppadi in Wayanad. A red alert for rainfall has been issued in eight districts of Ernakulam, Idukki. One of the four shutters of the Banasurasagar dam, located about 21 km from Kalpetta in Wayanad, one of the worst affected districts, was opened at 3 pm to discharge excess water and people on the banks of the Kabini river have been asked to be cautious.

· As rescue operations were on in Kavalappara, another landslide occurred in the region on Saturday due to which search operations have been halted. The continuous rains have triggered multiple landslides and overflowing rivers have caused flooding in several parts.

## **NOV - 2020 (CYCLE 1)**

**Question1**

**Draft Newspaper Report on "Project to interconnect rivers in India" to be Published in a national newspaper.**

**Answer:**

**REPORT**

**"Project to interconnect rivers in India"**

**By- NWDA.**

New Delhi, 16 July. The interlinking of river project is a Civil Engineering project, which aims to connect Indian rivers through reservoirs and canals. The farmers will not have to depend on the monsoon for cultivation and also the excess or lack of water can be overcome during flood or drought. You will be surprised to know that India has approx. four percent of the water available, and India's population is around 16

percent of the world's population. But every year, hundreds of millions of cubic cusec water flows into the ocean and India has to meet its needs with only 4 percent of the water.

Every project has two aspects, but we should focus on how much more people will get benefit from this project. This article is based on the interlinking of the river project, in which its history and the benefits of this project are explained.

### **What is the interlinking River project?**

#### **Answer:**

This project will connect 60 rivers of India, including river Ganga.

Hopefully, with the help of this project, there will be a reduction in the dependence of farmers on uncertain monsoon rains and there will also be millions of cultivated land for irrigation. This project is divided into three parts: North Himalayan river link constituents; Southern Peninsular Component starting from 2005, Interstate interlinking of rivers. This project is being managed under the National Water Development Authority of India (NWDA), Ministry of Water Resources.

- This project can solve the problem of drought and flood because at the time of need the river which causes flood can give water to the area of the river which has a shortage of water because the water can be stored or water can be transferred from water surplus area to the deficit. Ganga and the Brahmaputra region can get rid of floods that come every year with the help of this project.
- The irrigation, land will also increase by about 15 percent.
- 15,000 km of river and 10,000 km of navigation will be developed. Thereby reducing the transportation cost.
- Large scale afforestation and about 3,000 tourist spots will be built.
- This project will solve the problems of drinking water and financially also will solve the problem.
- It is also possible to get jobs for landless farmers in rural areas.

### **Disadvantages of Interlinking River Project**

There may be advantages as well as disadvantages of the project. Rivers are being considered an integral part of our life from the beginning, and any kind of human intervention can prove to be destructive. For the completion of the Interlinking River project, many big dams, canals, and reservoirs will have to be constructed due to which the surrounding land will become swampy and will not be suitable for agriculture. This can also reduce the production of food grains. Where or in which area to bring so much water, which canal is to be transferred, it is mandatory to study and research it adequately. The cost of this project in 2001 was Rs. 5, 60,000 crores but in reality, there is a possibility that it will be more.

Taking the water of Ganga above the Vindhya towards Cauvery, will cost a lot more and for this, large diesel pumps will be used, more than 4.5 lakhs people will be almost displaced, 79,292 forests will also be submerged in water. It can also be understood

that without joining river the reality, there is a possibility that it will be more. Taking the water of Ganga above the Vindhya towards Cauvery, will cost a lot more and for this, large diesel pumps will be used, more than 4.5 lakhs people will be almost displaced, 79,292 forests will also be submerged in water. It can also be understood that without joining rivers, the problem of flood and drought can be solved.

## **JULY - 2021**

### **Question 1**

**Draft a Newspaper Report on the ``Government`s decision to open multiplexes after almost a Year`` to be published in a national newspaper**

#### **Answer:**

New Delhi 26<sup>th</sup> July 2021.

The central government has allowed full occupancy in cinema halls and multiplexes. In this regard the Ministry of information and Broadcasting has issued a set of standard operating procedures (SOPs) for cinema halls and theater to prevent the spread of the ongoing novel coronavirus.

Indian films critic and trade analyst Taran Adarsh shared the news on his Instagram handles He wrote ``BIGGG NEWS..... 100% seating allowed in cinemas / theaters/ multiplex. SOPs issued by Ministry of information & Broadcasting.

The SOPs also stated that no films shall be screened in containment zones. To ensure the safety of viewers cinema halls have taken some other measures too apart from the mandatory wearing of masks and temperature checks. Theaters will have separated seats, staggered show timings, and bookings mandatory social distancing and digital payments are being encouraged.

In its last set of guidelines issued earlier this month the government had allowed cinema hall to operate at a higher capacity. In October 2020, the center had allowed cinema halls to operate at 50 per cent seating capacity.

This move by the Ministry of information and Broadcasting should come as a relief to cinema hall that were closed for nearly seven-month last year due to the ongoing COVID – 19 pandemics. Even after opening they have been struggling with low audience attendance and very few new film offerings.

Stakeholder will also be happy with decision for increased capacity

## **DEC - 2021**

### **Question 1**

**You are a student of Mother's Global Institute. Your institute celebrated the annual day on 30th November 2021. Draft a report on annual day celebration to be included in your institute's annual magazine. (5 Marks)**

#### **Answer:**

### Annual Day Celebrations: A gala event / Annual Day Celebrations

Our beloved alma mater / Mother's Global Institute celebrated its 20th Annual Day on November 30, 2021 at the school auditorium with great fanfare. As many as 1000 guests comprising students, parents and alumni attended the event. The programme commenced at 10 AM with the Chief Guest, Municipal Councillor Sh. XYZ lighting the ceremonial lamp with Director, Dr. ABC, in presence of senior staff members followed by Saraswati Vandana rendered by the middle school choir. The Chief Guest addressed the large audience, motivating the students to concentrate on holistic personality development. He congratulated the school teaching staff, students and authorities for delivering excellent results in the grade X and XII consecutively for 3 years despite the sudden onslaught of the pandemic.

It was then time for a cultural extravaganza based on the theme 'Unity in Diversity'. The junior school students (grade II to IV) highlighted their dancing skills, captivating the audience with a dance parody based on folk dances of India from Bhangra to Bihu and Ghoomer to Garba. The stage came alive with their colourful costumes and vibrant moves. The middle school choir enthralled the audience with soulful renditions of the popular patriotic numbers 'Jai Ho' and 'Suno Gaur se duniya walon' and 'India Wale'. Audience was swaying to the foot-tapping music and gave a thunderous applause amid encore requests. A thematic play was presented by the senior school students of grade XI and XII that showcased the cultural and civilizational ethos of our nation.

The chief guest then gave away prizes to the meritorious students, winners of the Painting & Debate Competition held on 'Bal Diwas' on November 14, 2021 and House Captain of the 'Ganges' House for winning maximum medals at the recently held sports meet. The programme ended with The Principal Dr. Mrs. BNM delivering vote of thanks to the Chief Guest. The guests were ushered to the school grounds where Winter Carnival was organized and refreshments were served. It was a fun day well spent amid entertainment galore, giggles and laughter.