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**WRITING REPORTS**

**What is a report?**

Any description or account of events or experience, examination of issues/ problems prepared for someone else’s consideration can be called a report. Reports can be informal in the form of newspaper reports, letters, essays etc. They can also be formal like business report etc.

**Points to Remember**

1. A report does not describe emotions or feelings. It presents only facts—not personal opinions or impressions
2. A report refers to the place and date of action
3. A report is usually written in the past tense
4. The passive voice is used when the doer is not important
5. A report is as brief as possible
6. The first sentence of a report may be an expansion of the heading
7. The heading generally summarizes the report.

had assembled

escorted

welcomed & introduced

presented

REPORT WRITING

Task

**Write a report on the Independence Day Celebrations in your college**.

**Rough Points**

flag hoisting by the chief Guest

NCC Pararde

Cultural program (patriotic theme) group dance/ group song/ skit

speech ( Chief guest ,

Principal ‘ speech

National Anthem

sweets

escorting the chief guest to the dais

welcome and introduction of the chief guest

students and staff assemble

Th 73rd Independence Day **was celebrated** with great enthusiasm and spirit in the college on 15th August 2020.All the students and staff members **had assembled** in the open ground near the Nataraj statue at 8.00 am. The Chief Guest for the function **was** Shri R P Patel, former Principal and presently secretary of Charutar Vidya Mandal. He **was escorted** to the dais by the NCC cadets.

The college students sang a prayer and then he principal first warmly **welcomed** the chief guest and **requested** him to hoist the National Flag. As soon as the flag **was hoisted**, everybody **sang** the national anthem. Then the Principal **gave** a short speech. He **spoke** about the importance of freedom for growth and development. He **urged** the students to realize their responsibilities towards the nation and work hard. Thereafter, various programs like group song, group dance, skit **were presented** by the students on patriotic theme. **Finally,** the Chief Guest **expressed** his remarks. He **recalled** the sacrifices made by our freedom fighters and **said** that we should make full use this great blessing of being born in a free country and should shoulder the responsibility of taking the nation forward. Then sweets **were distributed.**

Sports Day

1 teachers and students assemble on the ground

2 Chief guest escorted by the sports teacher

3 welcome and introduction of chief guest by the Principal

9 athletic events ( R**aces- 100, 200, 400 ,400 relay, 800**

**Jumps- long jump, high jump**

**Throws- javelin, discus, shot put** )

4 sports flag hoisted

6 oath taking

5 lighting of the lamp / flame

8 declaring the games open

7 speech by Chief guest

10 Principal’s speech

11 prize distribution

12 National Anthem

**PRESS REPORT**

Baroda, Jan 12

Bank robbery—City Cooperative Bank—at peak hours—big rush of customers—four Hindi speaking– strong and tall— masked men- enter ---two men force into the Manager’s cabin—two wait outside in the hall . In the cabin – men take out gun—demand keys. Two in the hall take out gun--- fire in the air—order everybody to lie on the floor—the guard locked in the bathroom—telephone wires cut—force the Manager to open the strong room-- take cash worth Rs 50 Crores -- fled away in a waiting Maruti van. –Police called -- the investigation going on.

There **was** a bank robbery in the city cooperative bank in Baroda yesterday. At peak hour when there **was** a heavy rush of customers, four Hindi speaking masked men **entered** the bank. They were tall and strong. Two men **entered t**he manager’s cabin with a gun and **demanded** the keys and two **waited i**n the hall .They also **took o**ut a gun and **fired** in the air and **ordered** everybody to lie down on the floor. They then **locked** the guard in the bathroom and **cu**t the telephone wires. They **forced** the manager to open the strong room and **took** cash worth Rs 50 crores and s**tuffed** it in an airbag and **fled away** in a waiting Maruti van. The manager immediately **called** the police and the investigations **are still going on.**

2) Ahmedabad May 21

12th Science Stream result declared-- Rahul Dev son of a poor tailor—earning about Rs 3000 month-- student of Govt School topped –94% --belongs to lower middle class family—many times no electricity — studied in oil lamp—no funds for tuitions— self study -- Rahul owes success to his hardworking parents and friends -- wants to be a doctor-- --- and treat the poor in villages--but no money for further study-- medical studies too costly—– believes God will show the way .

3 There was a sudden unexplained heavy rain in a village and the Kosy River started overflowing its banks and causing large scale damage destruction and death. Write a report using the points given

11.30 pm sudden heavy rain with strong winds—rained for two hours – more than 30 cms of rain—the Kosy river flooded--trees uprooted--- power cables snapped—village in darkness—river washed away many houses on the banks— nearby areas flooded—everything destroyed—10 people still missing—search is on—experts say rain due to cloud burst and winds due to sudden low pressure due to extreme heat .