



Sri Sathya Sai  
**VIDYA VAHINI**  
श्री सत्यसाई विद्या वाहिनी

**Brief Description (Objective):** Students will be able to explain how to write a report.

**Teaching aids/Learning Aids:** MS\_TRD\_All about Report Writing / GO

**TLM:** A cutting of a report from a newspaper or school magazine. Choose one that has been popular in the recent times. Highlight the format indicators (headline, by line, etc.)

**Notes to the teacher:** This asset provides enough scope for 'assessment as learning'. The process is aimed to lead the students from 'known to unknown' through 'guided observation'.

Begin with some probing questions (When a public event takes place- inauguration of metro by the minister or the launch of a satellite by ISRO or Indian sportsmen winning at international events- how do we come to know about the details of the event? Expected answer- from the newspaper or TV)

Now show the sample report from the newspaper or the school magazine (TLM) to the class and introduce them to a report (something that is reported)

**Report** - A report is a factual description of an event, happening. It is written for a clear purpose and a particular audience. A report is sharp and concise in nature. The various forms of reports are: newspaper reports, inquiry reports, progress/action taken report, a police report, a report of a meeting, survey report, etc., each having a distinct character and format.

**Format of a Report for a newspaper or magazine:** Draw the following GO on the board and explain each part of the format. Also draw the students' attention to some of the features that are followed while writing a report.

#### DISCLAIMER

1. Strictly not for Commercial use.
2. Provided on as is basis with no warranties of any kind.
3. Content that falls in Public Domain or common Knowledge facts can be used freely.
4. Some of the contents are owned by the Third parties and are used in compliance with their licensing conditions. Any one infringing the Copyright of such Third parties will be doing so at their own risks and costs.
5. Content can be downloaded and used for Personal, educational and informational purposes only. Any attempt to remove, alter, circumvent or distort the data that is accessed is illegal and strictly prohibited.

Headline By line	
Date and place	
Body  Paragraph 1- What the event was all about. How the event was conducted.  Paragraph 2- Who participated in the event.	

- (1) **The headline** (in a newspaper report the heading is referred to as a headline) which should be short and catchy giving an idea about the topic, to grab the attention of the readers.
- (2) **The by-line** which gives the name and designation of the writer.
- (3) **Date and place** which tells when and where the event took place.
- (4) **Body** (in 2 paragraphs) 1<sup>st</sup> paragraph describes what the event was all about and how it was conducted. 2<sup>nd</sup> paragraph describes who participated.

#### Features of a Report:

1. Always written in past tense.
2. Always be clear and concise.
3. Extensive use of the passive voice is recommended.
4. Always use reported speech.
5. Answers questions 'when' and 'where' (date and place), 'what' (paragraph 1- description of what and how the event was conducted) 'how' and 'who' (paragraph 2 - description of who attended the event)
6. Does not include suggestions, opinions or recommendations.

Show the TLM once again and let them observe the format indicators. Take a few minutes and let all students have a good look to understand and absorb.

Now write the following question on the board. (You may modify the question to suit the situation.) Call out students at random to come to the board and write the report according to the format. Ensure maximum participation by asking each student to write one part of the report. Involve the class by allowing multiple answers. (Accept all answers before correcting them to provide a non-threatening atmosphere.)

Question- Your school held a science exhibition recently. Write a report of the event. Include details of the exhibits and the important people who attended. You are Kartika, the head girl of Sunshine Public School, Indore.

## Sample report

Science exhibition at Sunshine Public School —> Headline

Kartika

Head girl —> By line

12<sup>th</sup> January, Indore. —> date and place. (When and where)

A science exhibition was organized by the students of Sunshine Public School on the 9<sup>th</sup> and 10<sup>th</sup> of January. The exhibition was an opportunity for the students to display their scientific talents and interests. Models of rain water harvesting were displayed and explained by the students of class 7. Other displays included models of Chandrayaan, Photosynthesis, the digestive system in man, burglar's alarm and pollination.

Students of other schools and parents were invited to visit the exhibition. Mr. G.V. Mathur, the chief guest, appreciated the efforts of the students and staff of Sunshine Public School. Mrs. Susheela Gupta, President of the Board of Education, gave away the certificates to all the participants.

(Two paragraphs answering the 'what', 'how' and 'who' of the event.)

Ask students to identify the parts of the format for concept clarity and reinforcement.

1. Headline- catchy and brief (should give an idea of what the report is about)
2. By Line (name and designation of the writer)
3. Date and place (when and where)
4. Answer to questions- what (what is being reported), how (details of the event) who (who was present there)
5. In two paragraphs (as shown in the sample write up)

As a follow up activity ask students to find a newspaper report and underline the parts of the format. It may be pasted in the notebook.

This asset may be used as a formative assessment tool.