

Report Writing

Meaning (अर्थ):

A **report** is a formal account of an event, incident, or activity presented in a clear, factual, and organized manner. It is written to **inform** others about what happened, when, where, why, and how.

👉 हिंदी में:

रिपोर्ट एक औपचारिक विवरण है जिसमें किसी घटना, कार्यक्रम या गतिविधि का संक्षिप्त, स्पष्ट और तथ्यात्मक विवरण दिया जाता है। इसका उद्देश्य पाठक को सही जानकारी देना होता है।

Types of Reports (प्रकार):

1. **Newspaper Report** – For the general public, published in newspapers.
 - Example: "Annual Function of a School", "Road Accident", "Blood Donation Camp".
2. **School/College Report** – Written for magazines, principals, or annual reports.
 - Example: "Report on Sports Day", "Report on Science Exhibition".
3. **Official/Business Report** – Formal reports prepared in offices or organizations.

Features of a Good Report (अच्छी रिपोर्ट की विशेषताएँ):

1. Clear, factual, and simple language.
2. No personal opinions (only facts).
3. Attractive **heading** and **byline** (name of reporter).
4. Written in past tense.
5. Proper sequence (what, when, where, how).

Format of Report (प्रारूप):

1. **Title/Heading** – short and eye-catching.
2. **Byline** – name of the person writing (e.g., By XYZ, School Reporter).
3. **Place & Date** (sometimes needed).
4. **Body of the Report** –
 - **Introduction** → What happened (event/incident)?
 - **Details** → When, where, who was involved?
 - **Conclusion** → Results, impact, or suggestions.

TIPS FOR EFFECTIVE REPORT WRITING (प्रभावी रिपोर्ट लेखन के लिए संकेत) :

1. Write a title/headline of the report in the centre of the page. रिपोर्ट का शीर्षक, पेज के बीचों-बीच लिखें।
 2. Under the headline, write byline-name, rank, position of the person writing the report. शीर्षक के नीचे, बाइलाइन (नामपंक्ति) - उस व्यक्ति का नाम, स्थिति, पद लिखें जो रिपोर्ट लिख रहा है।
 3. Open it with place of reporting then put a comma and then write the date of reporting and then put a dash and after that from the same line, give the details. In some reports, place and date may not be written. जिस स्थान से रिपोर्ट कर रहे हैं उसका नाम लिखकर आरम्भ करें फिर एक कोमा लगाएँ और फिर रिपोर्ट लिखने का दिनांक लिखें और फिर एक dash (डैश) लगाएँ और इसके उपरान्त उस ही लाइन से विस्तार (विवरण) दें। कुछ रिपोर्ट्स में स्थान व दिनांक नहीं भी लिखा जा सकता है।
 4. Keep it purposeful, concise, clear and factual. Leave out explanations and examples. Include only the most relevant information. इसे उद्देश्यपूर्ण, संक्षिप्त, स्पष्ट व तथ्यात्मक रखें। स्पष्टीकरण व उदाहरण छोड़ दें (अर्थात् न लिखें)। केवल बहुत ही संगत सूचनाओं का समावेश करें।
 5. It should be well structured. It can have several paragraphs each dealing with only one thought. इसकी संरचना (ढाँचा) अच्छी होनी चाहिए। इसमें बहुत से पैराग्राफ हो सकते हैं व एक पैराग्राफ में एक ही विचार होना चाहिए।
 6. Round off it with a conclusion/warning/appeal/comment/recommendation etc. as is relevant. इसे सार/चेतावनी/अपील/कथन/अनुशंसा आदि जो भी संगत है, के साथ समाप्त करें।
 7. Observe word limit. शब्द-सीमा का ध्यान रखें।
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Example Report:

1. You are Mohan studying in Bright Future Sr. Sec. School. Your school has celebrated **Annual Function** recently. Write a report to be published in the school magazine in about 100 words.

Annual Function Celebrated

(By Mohan, Class 12)

Kota, 25 March 2025 : Our school celebrated the Annual Function last week. The program was held in the school auditorium. The Chief Guest was the District Collector. He was welcomed by the principal with flowers. The function started with the lighting of the lamp and a welcome song. Many cultural programs were presented. Students performed dances, songs, and skits. The principal read the Annual Report of the school. It showed the progress and achievements of students. Prizes were given to students who did well in studies, games, and other activities. The Chief Guest praised the students and teachers. He advised us to work hard and be disciplined. The program ended with the National Anthem. It was a grand and memorable event.

2. Report on a Road Accident

Terrible Road Accident on Ajmer Road

(By Sunita Sharma, Staff Reporter)

Jaipur, 15th Sept. 2025: A terrible road accident took place yesterday on Ajmer Road near Gopalpura. A speeding car collided with a school bus carrying 30 students. Luckily, there was no major loss of life. The bus driver and two children received minor injuries. The injured were rushed to SMS Hospital by local people. Police reached the spot immediately and cleared the traffic jam. According to eyewitnesses, the car driver was driving recklessly at high speed. The police have registered a case against him. This incident highlights the need for strict traffic rules and awareness about safe driving.

3. Report on a Blood Donation Camp

Blood Donation Camp Organised in Our School

(By Ramesh Kumar, School Reporter)

Udaipur, 12th Sept. 2025: A Blood Donation Camp was organised yesterday in our school in collaboration with the Red Cross Society. The program started at 10 a.m. with a short speech by the Principal about the importance of donating blood. Many teachers, students, and local citizens participated in the camp. Doctors and nurses from the city hospital checked the donors' health before donation. In all, about 80 units of blood were collected. Refreshments were given to all donors. The Chief Guest appreciated the noble effort of the school. The event created awareness among students about the value of helping others in need.

4. Report on Sports Day in Your School

Grand Celebration of Sports Day at Government Sr. Sec. School

(By Anil Mehta, Sports Secretary)

Kota, 10th Sept. 2025: The Annual Sports Day of our school was held yesterday in the school ground. The program began with the arrival of the Chief Guest, the District Sports Officer. The Principal welcomed him warmly. The students presented a march-past which impressed everyone. Then various sports events like races, long jump, high jump, kabaddi, and cricket matches were organised. Students participated with great enthusiasm. The winners were awarded medals and certificates by the Chief Guest. He encouraged the students to take part in sports for all-round development. The event ended with the National Anthem. It was a day of joy, energy, and team spirit.

5. You are Sid/Siddhi, of Govt. Sr. Sec. School, Jodhpur. Eco Club of your school is going to plant 300 plants in your school area with the help of dignitaries and students. Write a report in 100 words for your school magazine.

Ans.

Plantation in GSSS Jodhpur

(By Sid/Siddhi)

Jodhpur, 21 March 2025-The Eco Club of Govt. Sr. Sec. School, Jodhpur planted 300 plants in the school area with the help of dignitaries and students on the Global Tree Day 21 March 20xx. The student Secretary and other student members of the Eco Club under the guidance of the Principal and Teachers cordially invited the Honourable Chief Minister, Education Minister, Environment Minister and other dignitaries. One hundred fruit plants, one hundred flowering plants and one hundred medicinal plants were planted. Everyone praised this plantation drive. Media published and telecast this news. We are proud of our Eco Club.

6. You are Krishna, reporter of Rajasthan Patrika. Write a report in about 100 words on a bank robbery that took place in your city.

A Bank Robbery

(By Krishna, reporter Rajasthan Patrika)

Jalore, 25 July 2025: There was a bank robbery in the UCO bank of the city yesterday. A black coloured van stopped at the gate. Inside the car, there were six robbers. They had masks on their faces. They had guns in their hands. They entered the bank. They hit the guard on the head. They locked the staff and customers in a room. It is reported that they looted more than five lac rupees. Then they drove the car at a high speed. The police are trying to solve the case. But no clue has been traced out yet.