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Class 11 English Notes

REPORT WRITING FORMAT



Key Notes and Important Questions with Answers

REPORT WRITING

(125-150 Words) **10 Marks**

A Report can be anything from a two line handwritten note to a bound volume, but for examination a student is supposed to write a report in about 125 words. It should state the facts as clearly and objectively as possible. Basically a report is a short, sharp, concise write up which is written for a particular purpose and audience. It generally sets out and analysis a situation or problem, often making recommendations for future action. It is a factual writing task, and needs to be clear and well-structured.

REPORT WRITING

A report is a brief account of an event that has already taken place. It helps in recording events of importance that occurs in our day to day life and attempts to present the first hand information of an incident or event. It presents a record of events that took place. A report on an event includes ideas, opinions and impressions on the event.

POINTS TO REMEMBER

- Mention the place, date, time and other relevant facts about the event.
- Include information collected from people around or influenced by the event.
- Write the name of the reporter. Provide a suitable title/heading.
- Often written in past tense using passive voice to communicate information effectively.
- Reported speech and passive forms of expression add impact and force.
- Develop ideas (causes, reasons, consequences, opinions) logically.
- Report an event in the order in which it happen.
- Write a report in 3 - 4 short paragraphs.
- Para-1: Brief introduction of the event.
- Para -2and 3: Give details of incident like what/ how/ when/ where/ any special happening.
- Para -4: Concluding remarks regarding action taken or required.
- Be brief, to the point and systematic.
- Write in a less formal and more descriptive manner.
- In case of School Magazine Reports, name of the school, date and place need not be written.
- A boxed report gives a better and organised look but box is not mandatory.
- Follow word limit.
- Format

TITLE

(Report by .....)

New Delhi 18 May, ...

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