2. Report writing

We can easily get 5 marks if we write a report.

In this, a headline will be given and based on that a report is to be written.

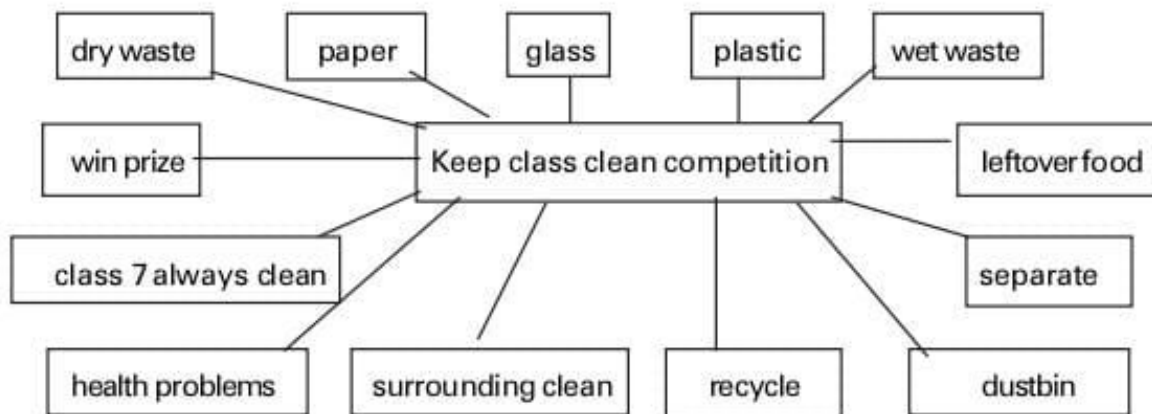### Steps to write a report:

- A report has to be written in three parts: headline, dateline and body.

- Write the headline and underline it. Make sure you copy it without any spelling mistake.

- Write date and place where the incident has occurred as the dateline.

  Eg. Mumbai, 20th May / 2nd July, Delhi / 26 January, AES High School

- Prepare a mind-map on a rough page. While preparing the mind-map try to answer all 'wh' questions like who, what, where, when, how.

- Make around 8-10 points.

- Frame short and simple sentences on each point.

- Underline those points in your report.

- Write three short paragraphs on the given topic.

- Write the paragraphs in the past tense.

- A sample of report writing format is given. Don't memorize the sample report.

Report writing question sample:

Prepare a report based on the following headline,

'Keep class clean competition' won by Class 7 students

Solution: Prepare a mind-map on the given topic.

dry waste	paper	glass	plastic	wet waste

win prize	Keep class clean competition	leftover food

class 7 always clean		separate

health problems	surrounding clean	recycle	dustbin

Let's write a report by using all the points we got from the mind-map.

'Keep class clean competition' won by Class 7 students

Dhule, 4th May

All the classes participated in 'Keep class clean competition'. Paper, glass, plastic etc. are the dry waste. Whereas leftover food is a wet waste. Class 7 students separated dry waste and wet waste.

They said, "The dry waste can be recycled. Do not throw waste here and there. Put it in the dustbin. By doing this we can keep our surrounding clean. If the surrounding is not clean then there would be many health problems.

So, we always keep our classroom clean. Everyone liked our clean and neat classroom." They won the first prize in the 'Keep class clean competition'."