

## 2. Report Writing:

We can easily get 7 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.

<u>Headline</u>
Dateline, Body _____ _____ _____ _____

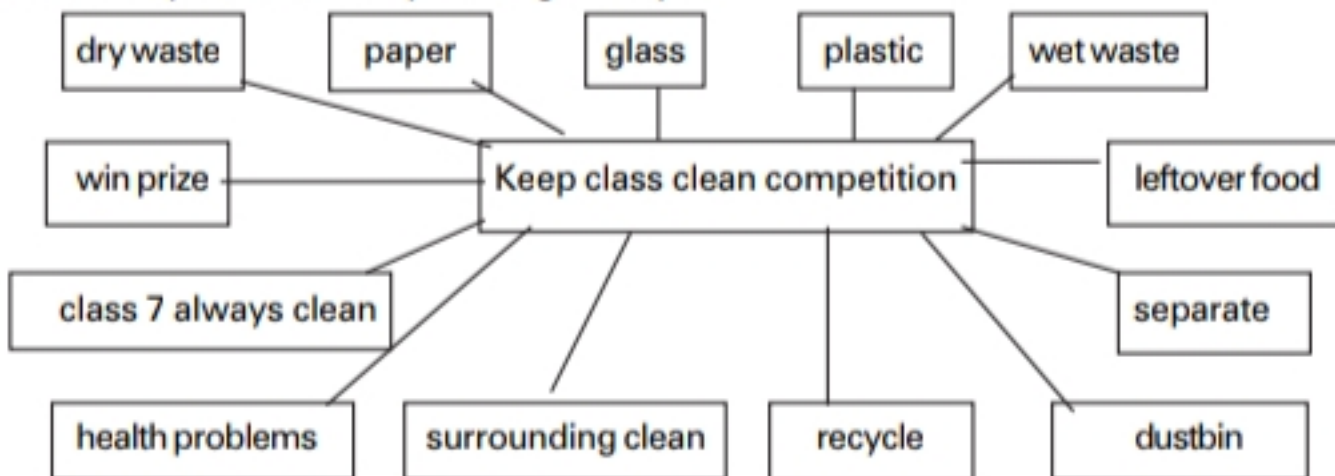
- Write the headline and underline it. Make sure you copy it without any spelling mistake.
- Write date and place where the incident has occurred as the dateline.  
Eg. Mumbai, 20<sup>th</sup> May / 2<sup>nd</sup> July, Delhi / 26 January, AES High School
- Prepare a mind-map on a rough page. While preparing the mind-map try to answer all 'wh' questions like who, what, where, when, how. Most of the points we can get from the question itself.
- 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.

### Report writing question sample:

There is 'Keep class clean competition' on 4th May in a school in Dhule. You are in class 7 and your class has won the first prize in the competition. You had separated the dry and wet waste and kept the classroom and the surrounding clean.

Write a report of the competition held in school in about 100 words for publication in the local newspaper.

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



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

<u>'Keep class clean competition' won by Class 7 students</u>
Dhule, 4 <sup>th</sup> May
All the classes participated in 'Keep class clean competition'. <u>Paper, glass, plastic</u> etc. are the <u>dry waste</u> . Whereas <u>leftover food</u> is a <u>wet waste</u> . Class 7 students <u>separated dry waste</u> and <u>wet waste</u> .
They said, "The dry waste can be <u>recycled</u> . Do not throw waste here and there. Put it in the <u>dustbin</u> . By doing this we can keep our <u>surrounding clean</u> . If the surrounding is not clean then there would be many <u>health problems</u> ."
So, we always keep our classroom clean. Everyone liked our <u>clean and neat classroom</u> ." They <u>won the first prize</u> in the 'Keep class clean competition'."

Some question samples are given below for practice:

1. It was the Deepawali/Deep/Guru Purni/Christmas evening. You had gone to the market to