

Examples of how to write a report.

1. Draft a report on a tragic drowning incident, to be published in a leading newspaper. You are Puneet Sharma.

Key Points

- Place and appropriate time of the incident
- Persons involved
- Details of the incident as per the eyewitness
- Police enquiry

Two Boys Drowned

Puneet Sharma

Rampur, June 7th

Two boys aged 10 and 12 years were killed in a drowning incident today in a local pond. The boys were drowned when they dived into the pond for swimming. According to the eyewitnesses, the incident occurred at around 2 p.m. in the afternoon when the boys were playing around the pond. Since the boys knew how to swim, the reason for their death remains a mystery. The local police, however, are conducting an inquiry into the matter.

Apart from newspaper reports, there are other kinds of reports like business reports, project reports, scientific reports, and so on.

Report for a School Event

2. You are Vivek Mehta, the sports-in-charge of St. George Public School, Jalandhar. This is how...

Here is how you write the message as Divya, for your milkman, Hari.

Message

4th July, 9.30 a.m.

Hari,

This is urgent.

Please give me two litre milk extra tomorrow.

Divya

Message based on telephone conversations

Such a message should include

- the name of the person who called,
- the name of the person who wrote the message, and
- the date and time when the message was written.

1. Read the following telephone conversation between Alia and Neelima.

ALIA : Hey! Is this Puja?

NEELIMA : No. It's me Neelima, Puja's mother. Puja is not at home.

ALIA : Oh, Aunty! I am Alia, Puja's friend. Can you take this message for her?
It's urgent.

NEELIMA : Of course! Tell me what is it?

ALIA : Aunty, please tell Puja that by mistake I kept my Science class work copy in her bag. I need the copy urgently tomorrow as I must complete the work which our teacher has given. So please tell her not to forget to bring the copy to school tomorrow.

NEELIMA : Ok Alia, I'll give your message, don't worry.

ALIA : Thank you, aunty, bye, Good night.

NEELIMA : Good night.

Since Neelima must leave the town for some official tour and she won't meet her daughter, she decides to write a message for her daughter. Here is how she writes the message as Neelima.

Bal Bharti Public School, Shimla

NOTICE

5th July 2018

Wrist Watch Found!

A black wrist watch with a round dial was found in the school field today during the recess hour. Anyone who has lost the watch can collect it from the school office.

Nisha
Class VI

Issuing Authority Agency

Date

Catchy Heading

Content/Body of the Notice

Signature of the issuing person
Name
Designation

Here are some more examples.

1. You are Ishan, Monitor of Class VI-B, St. Thomas School, Gurugram. You are to draft a notice inviting students of your class for a meeting during recess hours in Class VI-B, to plan for Teachers' Day. Here is the notice:

St. Thomas School, Gurugram

NOTICE

7th August 2018

Meeting for Teachers' Day

All the students of Class VI-B are invited to a meeting to be held on the 10th of August, during the recess period in Class VI-B, to discuss and plan for Teachers' Day.

Ishan
Class Monitor
Class VI-B

2. You are a student of Carmel School, Bengaluru. Imagine you have lost your watch when you were at school yesterday. You need to write a notice to be put up on your school noticeboard so that you get it back. Here is the notice with a description of the watch and the place you think you lost it.

Carmel School, Bengaluru

NOTICE

30th July 2018

LOST! LOST! LOST!

I lost my watch in the school yesterday. It is a Titan quartz watch with a brown leather strap. I dropped the watch when I was playing football in the school field between 4.45 and 5.15 p.m.

If the watch is found by any of you, kindly give it to me during lunch break or hand it to Mr Ali Khan, Senior Clerk.

Kevin Peters
Class 6, Section A
Roll No. 24

3. You are the secretary of a society. You need to tell your society members that there will be suspension of water supply in your area. Here is the notice.

Aishwaryam Apartment, Dwarka

NOTICE

9th Sep. 2018

Suspension of water supply

Dear Society Members,

You are hereby notified that the water supply will be restricted to 60% for the next two weeks. This is being done in order to manage and store water for the upcoming summer months because an excessive use of water – up to 80%, during the previous festival of Holi has resulted in a shortage of water. Water will be supplied for an hour twice a day at 7:30 am and 5:00 pm.