Report Writing

Introduction: Meaning of Report

A report is a form of communication in which some information is conveyed, usually in writing, to someone who wants it. It is a description of an event or an experience, or a study of problems or issues or events or discussions usually in the written form, prepared for the information of someone else. A report can also be defined as a nonfiction account that presents and/or summarizes the facts about a particular event, topic, or issue. The idea is that people who are unfamiliar with the subject can find everything they need to know from a good report.

A report is a document of the summary of an event, issue, or a topic. A report is never a fictional story. Writing a report aims to let the unaware readers know about a particular topic or idea. However, there is no particular definition of a report. Any discourse, written or verbal, covering a particular topic is known as a report. The information regarding the event or topic must have enough evidence to support the statement. The data must be factually correct as it reaches various readers.

What Does a Report Include?

A report is a document which covers all the information related to the event or topic and includes all the factual information. Therefore, the one who writes a report must ensure that all the information provided has proper evidence for the same. The information that can be added to a report include:

1. The brief details of the event
2. Consequences and effects of the event
3. Evaluation of statistical data and analytics
4. Interpretations from the information
5. How the information is relevant to other events

Difference between Report Writing and Essay Writing

There is often a lot of confusion when it comes to report writing and essay writing, although there are clear differences between them. Both essays and reports are written based on factual information; essays include the personal opinion of the author; whereas, reports stick to the facts. However, reports also include the author's interpretation of the topic in the conclusion of the report. The only difference is that these interpretations are objective. A report is a more systematic and organised way of writing which includes headings, subheadings, etc.

and makes it easier for the readers to read. Essays, on the other hand, are mostly written in a single flow without subheadings or breaks.

Types of Reports

Reports are classified into following main types depending on the purpose or motive behind the report.

1. **Academic Reports:** This report tests our comprehension ability. It tests if the student has understood the lesson and is able to comprehend the subject matter, such as books, historical events, biographies, etc.

2. **Business Reports:** It can be a marketing report, work report, etc., and the main purpose of writing the business report is to identify different business strategies.

3. **Scientific Reports:** Share research findings like case studies and journals.

4. **Newspaper Report:** It is a formal report that gives complete account of what happened in its chronological sequence with remarks of witnesses of the event.

Points to Remember while Writing Formal Report

1. Mention the place, date, time and other relevant facts about the event.
2. Include information collected from the people around or affected by the event.
3. Write the name of the reporter.
4. Provide a suitable title or heading.
5. Write in past tense.
6. Write in reported speech and use passive form of expression.
7. Develop ideas (causes, reasons, consequences, opinions) logically.
8. Write in descriptive manner.

Writing Report of Event Organised in Your School / College

Format

1. **Headline:** A descriptive title that is expressive of the contents of the report.

2. **Byline:** Name of the person writing the report. Avoid giving personal details in final exam answer paper.

3. **Introduction / Opening Paragraph:** It may include the '5Ws' namely WHAT, WHY, WHEN, WHERE and WHO (was invited as chief guest/ resource person).

4. **The Account of the Event in Details:** The proper sequence of events that occurred along with their description. It is the main paragraph of your report and you can split it into two paragraphs if required.

5. **Conclusion:** This will include a description of how the event ended. It may include quote excerpts from the Chief Guest's speech or how did the event wind up.

Example:

Environment Day Celebration in Dayanand Law College

By: Mustafa M. Pathan,

Editor, Legal Quest

World Environment Day is celebrated on 5 June by millions of people around the globe to raise global awareness to take positive environmental action to protect nature and the planet earth. Keeping this aim in view, Dayanand Law College, Latur organised World Environment Day Celebration with various activities here in Latur on 5th June, 2022 in Dayanand Auditorium. The event was chaired by Mrs. S. D. Kankanwadi, the secretary, District Legal Services Authority, Latur and was attended by the principal, faculty members and the students of Dayanand College of Law in full spirit.

The event started with the felicitation of the chief guest. Thereafter, the principal Ms. Poonam Nathani acquainted the students with the aims of and needs for celebrating World Environment Day. The resource person Mrs. S. D. Kankanwadi reflected her profound knowledge on environmental issues and laws and highlighted the need for environmental public outreach to raise awareness among masses on the need to protect it. Her inspiring speech was followed by screening of short documentary on global warming and its impact on the environment. The exalting demonstration of the effects of global warming on environment and on our lives galvanised the engrossed participants. After the screening of the documentary, 100 saplings were planted in the college campus after which there was short tea-break.

The second session of the event included skits on environmental awareness by B.A.LL.B 2nd year students. Law students also demonstrated their creativity through the exhibition of paintings on environmental issues. A short quiz was also conducted on environmental laws in India by English Language Club of the college. The activities ignited the interest of the participants.

The event concluded with participants taking pledge to protect the environment by planting as well as taking care of trees. The informative event ended with a vote of thanks proposed by the programme coordinator, Dr. Pramod Shinde.

<u>Writing Newspaper Report</u>

Format

1. **Headline:** A descriptive title that is expressive of the contents of the report.

2. **Byline:** Name of the person writing the report along with the designation. Avoid giving personal details in final exam answer paper.

3. **Place and Date of Reporting:** Mention the place and date of reporting at the beginning of the report.

4. **Introduction / Opening Paragraph:** It y includes the expansion of the headline. It needs to be short as it is general overview of the report.

5. **The Account of the Event in Details:** it is generally written in two parts: first, complete account of what happened in its chronological sequence, and second, the remarks, opinions of the witnesses of the event.

6. **Conclusion:** This will include the action that has been taken so far or that shall be taken. It is the last concluding paragraph.

<u>Example:</u>

Four pilgrims killed in road accident in Solapur district

Abhijeet Patil / Times News Network

Oct 31, 2022, KOLHAPUR: Four pilgrims were killed and four injured when a speeding car rammed into their procession at Junoni village along Miraj-Pandharpur highway in Solapur district on Monday evening.

According to the police, the Warkaris, around 25 in number, were walking towards Pandharpur where they were supposed to attend the Kartiki Yatra taking place on November 4. A senior police officer told TOI that the identification of the deceased and injured is under way but the preliminary information is that all are from Jatharwadi village near Kolhapur city. The cops also said that most of the dead are women and one of them seems to be a teenager. The injured have been admitted in the hospital for the treatment.

The cops also said that the number of deceased individuals is likely to increase. The cops have arrested two, one of which is driver. The SUV is registered in Solapur. Chief minister Eknath Shinde's office issued a statement stating that the deceased families will get compensation of Rs 5 lakh each.

The CM dialled local authorities and got the details of the incident. He asked the authorities to take care of the survivors. The local authorities have been ask to investigate the sequence of events which led to the accident.