

Report

Introduction

A report provides the reader with full description of an event or incident that has taken place in the past. It supplies answers to 'what', 'when', 'how', 'where' and 'why' the event or incident happened.

Points to Remember:

1. The report must be given a catchy title to grab the interest of the reader.
2. The ideas should be systematically presented in short and informative sentences.
3. A report must be written in the past tense.
4. It should be concise and written as clearly as possible.
5. Although marks are not deducted for exceeding the word limit, a speech should be written within 120-150 words.
6. Marks may be deducted for grammatical errors and mistakes in the spellings and punctuation marks.
7. Marks are awarded on the content and expression of the write-up. Therefore, special care should be taken to maintain the coherence, accuracy and fluency of the content.

Cleanliness Week

Q. Sriram School had recently celebrated a 'Cleanliness Week'. As the secretary of the student's Council of your school, prepare a report in 120-150 words, suitable to be published in your school magazine. Sign your name as Sunita.

Answer:

Cleanliness Week

Sunita

Secretary, Student's council

Sriram School, Delhi, 20 April 20xx

A campaign for cleanliness was launched by our school on 12 April 20xx. A number of inter-class and inter-house cleanliness competitions were conducted. The campaign, which continued for a week, started with a Quiz Contest on Cleanliness.

It was followed by an essay writing competition wherein the topic for the essay was 'Cleanliness and order are not matter of instinct, they are matter of education'. The principal spoke to the students about the importance of maintaining hygiene in their daily lives.

Students of the Junior Wing made posters on the theme 'Health and Hygiene'. Later, a gala ceremony was organized to give away the prizes to the winners of the various competitions held.

The award for the 'Cleanest Class' went to class X-B. 'Narmada House' won the Quiz competition. The campaign proved to be entertaining as well as educative.