

Report
writing?



Meaning

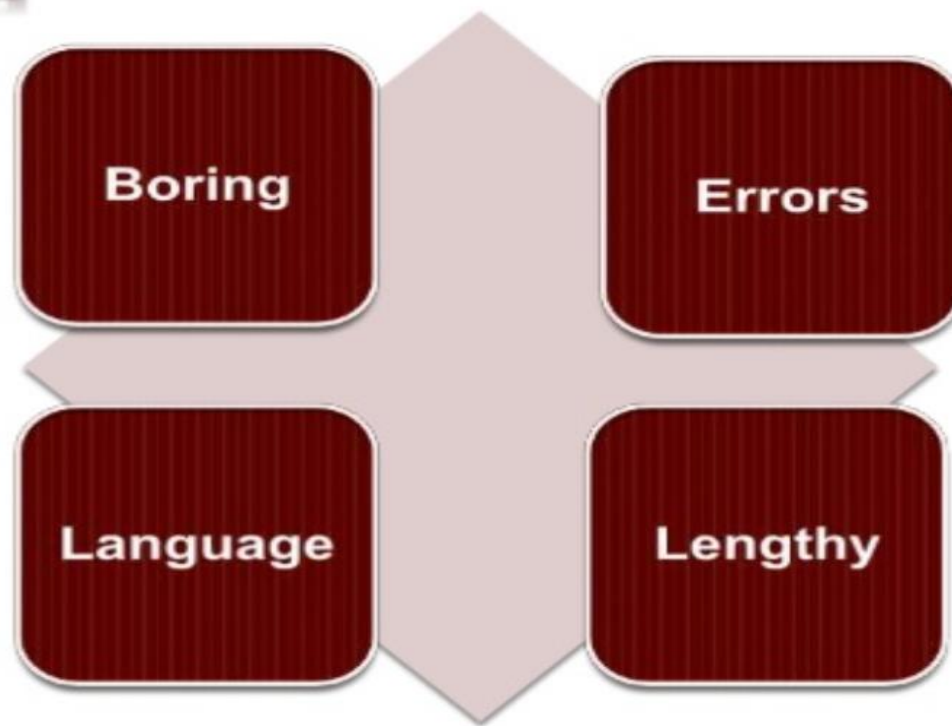
A report is a presentation of facts and findings, usually as a basis for recommendations; written for a specific readership, and probably intended to be kept as a record.

- ❖ **It is purely based on observation and analysis.**
- ❖ **A report gives an explanation of any circumstance.**
- ❖ **A report discusses a particular problem in detail.**

Features of good Report Writing

- It has a clear thoughts
- It is complete & self-explanatory
- It is comprehensive but compact
- It is accurate in all aspects
- It has suitable format for readers

Common mistakes in report writing





Top tips for report writing



Use formal language



Use the correct format and structure



Keep to the facts



Make sure your meaning is clear



Use correct spelling, punctuation, and grammar

POINTS TO REMEMBER WHILE WRITING REPORT


➤ WRITTEN IN PAST TENSE

➤ DON'T USE FIRST PERSON I, Me^x Third person ✓

➤ USE INDIRECT SPEECH

➤ USE PASSIVE VOICE

Report Writing Format

1. Heading 
2. By-line
3. Place, Month And Date
4. Introduction
(Why, When, What, Where)
5. Account of event
in detail
6. Conclusion

HEADLINE

Byline

PLACE, DATE:

Introducing paragraph

Body

Conclusion

HEADING

Place

Reported By/By : Name (Designation)

Date

Body

✓ Introduction

1st Line : What? → Who? → When? → Where? ←

2nd Line: Why? ←

3rd Line: Volunteer's participation

✓ Main Content

How the event started and what were the highlights of the event. ←

✓ Conclusion

Summarize the end of the event with a positive note

What

Why

How

?

When

Who

Where

Red Cross Society organized a blood donation camp in TCS, Gandhinagar for its employees.
Write a report in about 200 words covering the event as a Reporter of Times Of India.



BLOOD DONATION CAMP AT TCS

Gandhinagar
14th March 2020

Reported By : XYZ, Reporter, TOI

A blood donation camp was organized by Red Cross Society on 10th March 2020 from 10 a.m to 5 p.m at TCS, Gandhinagar. The main purpose of this event was to create awareness regarding regular blood donation among the employees. It was very well planned camp and many employees voluntarily participated in this noble cause.

A team of five Doctors and twenty nurses were present at the location. Dr Akaash gave an informative speech on the importance of blood donation at the start of the event. The first person to donate the blood was Head of HR department. After that, a large number of employees donated blood with beaming faces and a proud heart. Refreshment was provided before and after the donation of blood to each donor. A Certificate of Appreciation, donation card and a Tea Mug were given to each donor as a token of gratitude.

As the end of the event was approaching, there was a sense of satisfaction on the faces of volunteers as a total of 257 units of blood was collected. The team of doctor appreciated all those who participated in the camp and making it a huge success.

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