

Magazine Report Format

Heading– A descriptive title that is expressive of the contents of the report.

By line- Name of the person writing the report. It is generally given in the question.

Remember, you are not supposed to mention your personal details in your answer.

The opening paragraph (introduction) – It may include the '5 Ws' namely, WHAT, WHY, WHEN, and WHERE along with WHO was invited as the chief guest.

The account of the event in detail- The proper sequence of events that occurred along with their description. It is the main paragraph and can be split into two short paragraphs if required.

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.

Sample

MMD School, Nashik, recently organized a science symposium on the topic: 'Effect of pollution on quality of life'. You are Amit/Amita Raazdan, editor of the school magazine. Write a report on the event for your school magazine. (120 – 150 words)

Answer:

Report on Science Symposium held at MMD School, Nashik

-By Amit/ Amita Raazdan, Editor of the school magazine

A symposium was organized on 1 January 2021 in the school on the topic "Effect of Pollution on Quality of Life". All the science students were a part of the elucidative program.

The event started with the felicitation of the guest speakers. Thereafter, the participants were espoused by Sh. Suraj Prakash. He acquainted them with the objectives and goals of the workshop. The resource person Dr. Hari Om Gupta reflected his profound knowledge on the topic and highlighted how important it is to curb the menace of pollution.

An exalting demonstration of the effects of pollution on our lives galvanized the engrossed participants. After the lunch break Dr. K.K. Arora, Resource Person, exhibited the possible steps that can be undertaken at the personal level to reduce pollution. It was followed by another session on the basic concept behind pollution reduction which triggered the young minds into thinking innovative ways.

An interactive concourse ignited the inquisitiveness of participants. They have committed themselves completely to bring about a change in the situation. The informative workshop culminated with a vote of thanks proposed by the head of the science department.

Newspaper Report Format

Headline- A descriptive title that is expressive of the contents of the report.

By line- Name of the person writing the report along with the designation. It is generally given in the question. Remember, you are not supposed to mention your personal details in your answer.

Place and date of reporting- It is generally not mentioned in a magazine report separately, but here, it is.

Opening paragraph- It includes the expansion of the headline. It needs to be short as it is a general overview of the report.

The account of the event in detail- It is generally written in two parts: First, a complete account of what happened in its chronological sequence (preferably) and second, the witness remarks.

Concluding paragraph- This will include the action that has been taken so far or that will be taken. It is the last paragraph.

Sample

A major bus mishap which left several people seriously injured took place at Nicholas Road, Nungambakkam, Chennai. Luckily no life was lost. Collect the information from the eyewitnesses and send a report in 100-125 words to 'The Nungambakkam Times'. You are Vinod/Vinodhini, a reporter.

Answer:

Bus Mishap
By Vinod, Staff Reporter

The Nungambakkam Times 14th February, 20xx: A major bus mishap took place at Nicholas Road in Nungambakkam, Chennai yesterday at about 10 a.m. It resulted in serious injuries to almost twelve of the twenty-five passengers who were on board the bus. Luckily though, there was no loss of life. An eyewitness accounts how the high speeding bus overturned when it took a sharp turn in an attempt to avert a collision with a truck that was coming in the wrong direction.

The authorities have arrested the truck driver for his negligence. The bus driver could not be taken into custody for overspeeding as he is admitted in hospital with grievous injuries. The state government has announced a compensation of 25,000 for those seriously injured and 10,000 for those whose injuries are not very serious. A state-level inquiry has also been ordered into the mishap.

Format of Formal letters

Sender's address

Date (4th Sept 2021)

Receiver's address

Subject

Salutation(Respected Sir/Madam)
Salutation(Respected Sir/Madam)

Body-

1st- Introducing the topic
2nd- explain your topic
***** (3rd- suggest some measures) *****
Last - Conclude your letter

Thanking you

Yours faithfully/obediently
Your name(it will be given in the question)
Designation

Sample

You are Radha G, a member of NGO AWAAZ. Write a letter to the editor of a national daily for a public movement to clean the Yamuna river. (You must introduce yourself, describe how the people are to be blamed for polluting the river and suggest the need for installing a water treatment plant to clean the river).

Ans.
33, Jal Vihar
Wazirabad, New Delhi – 33

Dated: 17 February 2021

The Editor
Hindustan Times
New Delhi.

Respected Sir

Subject: Need for people's movement for the clean Yamuna

I am Radha G, member of NGO AWAAZ. Through the columns of your esteemed daily I would like to highlight the deteriorating condition of the river Yamuna. The city of Delhi is getting contaminated water from the river Yamuna. The residents are to be blamed for this. They pollute the river with garbage, sewage, and filth. The river water is full of bacteria, plastic, chemicals, and other waste materials. It is unfit for consumption. The people have been demanding a Water Treatment Plant. The authorities have not yet responded to the repeated requests.

I request you to highlight the problem in your newspaper and arouse public interest. We all need to get together in order to get the plant set up in the area.

Thanking You.

Yours sincerely

Radha G

Member AWAAZ.