

How to Write a Report: A Guide for Class 12, Format, Examples, Topics, Samples, Types

A report is a notification and summary of facts about an incident, event, topic, and issue. Students are supposed to learn to write a report and a good report always reveals everything to satisfy all queries about the incident.

A report explains an event or incident that had happened in the past without giving personal ideas. It means report writing is simply a factual description of any event.

So, writing a report for examination might help you to become a reporter.

Therefore, in this topic of report writing, RLE Mission will try to explain all about report writing methods, format, types of reports, examples of report writing, and solutions of previous years' papers of C.B.S.E and HBSE papers of class 12.

What types of information are provided in reports?

- Explains an event or situation
- The long-term results of an event or situation
- Analytical or statistical data evaluation
- Interpretations based on the report's data
- Predictions or recommendations based on the report's information
- What the information has to do with other events or reports
- No personal opinions and arguments
- Need to avoid modals like, should, may, and might
- Only facts are revealed in reports
- reports should be organized as per the incident that occurred
- Step-by-step or beginning of incident to end without any alteration of facts
- Generally, past tense is used in report writing

Types of Reports Writing

There are a few different types of reports, depending on the purpose and to whom you present your report. Here's a quick list of the common types of reports:

- **Academic report:** Tests a student's comprehension of the subject matter, such as annual day report, cultural events reports, reports on historical events, and biographies
- **Business reports:** Identifies information useful in business strategies, such as marketing reports, internal memos, and feasibility reports
- **Scientific reports:** Shares research findings, such as research papers and case studies, typically in science journals
- **Formal reports**
- **Informal reports**
- **Short or Long reports**

What is the report format?

The format of the report depends upon the type of report and the assignment criteria. Although each report has its structure, the basic template is the same:

1. **In the beginning**, there should be a summary of the report so that the readers can make out what will be in the report. The summary of the report increases the interest of the readers.
2. **Introduction of the Report:** The introduction of the report should be self-explanatory of the report and should explain what you're about to explain.
3. **Body of report:** The body of the report should explain all major happenings. There should be headings and subheadings. It explains the whole event in detail. The introduction and conclusion contain one or two paragraphs, while the body may have more pages.
4. **After** a report, the reporter brings all of the facts in the report together and reaches a final interpretation or judgment.

What can be included in report writing?

There is no hard and fast rule about what should be included in a report, especially at the school level. We can create our format at our convenience. But still, we can include the following in report writing:

1. Generally, a report's title is used if a person has to read multiple reports. In this way, he can easily make out which report is useful for him.

2. A table of contents can be used if the report is lean and has more than four subheadings.
3. Page numbering can be included in the report has more than one page. But for students, it is generally not required as they are writing a small report for the examination.
4. Headings and subheadings should be used as they help us when skimming or scanning. They make it easy for the reader to understand the facts easily.
5. If we used information from other articles, we must include references and quotations. We should always give credit to others' written work if we used it to complete our report.

Steps of Report Writing for students

Let us explain the different steps of report writing with an example:

Question: You are Bhavan/Bhavika. As an active member of the Mountaineering Club of your school, you participated in a summer camp organized by the Indian Mountaineering Association. Write a report on the camp and its activities for your school newsletter in about 150-200 words. (HBSE 2019, SET A)

Step 1. First find out the topic or title of the report from the question:

Report on Summer Camp and its Activities

Step 2. Write down the summary of the report in a few sentences:

The Indian Mountaineering Association of Morni Hills organized a seven-day summer camp at Morni Hills for children from various Haryana schools to teach them about life in the hills. It aided pupils in developing discipline, cooperation, and team spirit.

Step 3. Introduction of the report:

My school, like many others in Haryana, teaches children to be independent, self-sufficient, disciplined, and cooperative. All students reached Morni hills on the tenth of June in the evening. This summer camp was an important component of our growth as citizens of the country. As a

member of our school's Mountaineering Club, I was allowed to write a comprehensive report on the summer camp for our school's newsletter.

Step 4. Body of the report:

We were offered a variety of activities such as mountaineering, trekking, rock climbing, living in unusual conditions, cooking instruction, and cultural activities. Every year, a fresh topic is chosen for this camp. This year's summer camp theme was "Culture." We were taught extensively about many cultures as well as a practical understanding of various states, such as music, lifestyle, and many other things.

We were assigned to research the customs and traditions of several cultures. We were asked to present what we had learned to everyone at the end of the program. This was a great and interesting activity since we got to hear everyone's thoughts on the value of the camp. Our teachers also spoke up about the value of such camps and the wonderful impact they have on our children's minds.

Step 5. Conclusion of the Report:

This camp was a fantastic experience for all of us because we came away with so many useful skills and knowledge. This camp taught us not just about different states and their cultures, but also how to work efficiently as part of a team.

Let us combine the different parts of the report to get a final report:

Report on Summer Camp and its Activities

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Exercise: You are Gagan/Geeta of K. M. Public School Rohtak. You are the Sports Captain of your school. The annual sports were conducted last month. Write a report of the event for your school magazine in 150-200 words. (HBSE 2019, SET B)

Question: You are Ankit/Ankita. You participated in a career counseling program organised by 'Careers'. You had the opportunity of listening to professionals from various fields like food technology, Biometric Sciences, nanotechnology, media management, etc. Write a report on the program of about 150-200 words for 'Employment Avenues.'(HBSE 2019, SET C)

Career Counselling Report

New Delhi

20th March 2020

"Careers" organised a career counseling program to help students understand the various fields. On March 20th, an eminent career counseling firm from Delhi visited our school's auditorium to discuss various fields such as food technology, biometric sciences, nanotechnology, media management, and others.

The program was designed primarily for 12th-grade students. Initially, our school counselor discussed the values of various fields. The chief counselor of 'Careers' spoke to the students about various fields and inquired about their interests and choices in selecting subjects for class 12th. He detailed the future of various fields and subjects covered in college under various fields to the students.

He had one-on-one discussions with the students, and he attempted to understand and resolve their concerns. We were given two forms to fill out at the end of the program: a feedback form and our data forms. The forms were filled out by the students and turned in to the counselor. The session ended at 3 p.m. We discovered a lot about the various streams and their values. I thanked the guest for his helpful advice to the students.

Ankit

Class 12th Science

Exercise: You are Tapan/Tripti, a student of Modern Public School, Kalka. Students of two schools from Germany visited your school as a part of a cultural exchange program. Students of your school put up a cultural program to welcome them. Write a report on the program for your school magazine in 150-200 words(HBSE 2019, SET D)

Question: You are Rohit/Simran from G.S.S.S., Bhiwani Road, Rohtak. You took part in your school's celebration of Teachers Day. Create an event report for your school magazine.

Teacher's Day Celebrated

By Rohit, Tagore House

On September 5th, our school, G.S.S.S., Bhiwani Road, Rohtak, celebrated Teacher's Day and honored the teachers with the help of students.

The school day began at 8 a.m., and after prayer, all of the students who had been appointed as teachers for teacher's day went to their respective classes to teach. There were three levels of teachers: senior secondary, secondary, and primary. After two periods, the teacher's day celebration began in the school auditorium. After collecting students' feedback on teachers, the ranking among teachers was finalized. The first prize was awarded to a primary teacher, the second to a senior secondary teacher, and the third to a Math teacher.

The principal addressed the audience, emphasizing the importance of teachers in today's society. Then there was a Haryanvi dance performance. The principal was followed by the District Education Officer, who spoke to the students about the teacher's day. He distributed the prizes to various teachers. There was a refreshment party after the prize distribution.

It was a wonderful day when the students of the school announced the best teacher award.

Question: Write a report in not more than 125 words on a road accident you witnessed on your way to school. Sign as Meena/Mahesh.(HBSE 2018, SET C)

A REPORT ON A ROAD ACCIDENT

By Meena/Mahesh

Last week, on my way to Chandigarh, I witnessed a shocking road accident involving a bus and a scooter.

The accident occurred near Panipat on Rohtak Chandigarh Road. A fully crowded roadways bus coming from the Chandigarh side attempted to overtake another bus and collided with a scooter. On the scooter were two people: a man and a woman, most likely a husband and wife.

The wife died on the spot, and the husband was rushed to the hospital in Panipat, where his condition was described as critical by sources. The scooter was completely damaged, which was a terrible sight to see. The majority of the bus's passengers were also seriously injured and were taken to a nearby hospital. The bus driver was about to flee, but the crowd on the busy road reacted quickly and stopped him. The angry mob brutally beat him and handed him over to the local police.

Question: Write a report in not more than 125 words on the Cultural Week celebrated in your school. You are Shalini/Shekhar, Cultural Secretary of your school.(HBSE 2018 SET D)

A Report on Cultural Week

By Shalini/Shekhar

20th March, 2018

The D.A.V.School cultural week was held on March 20th, 2018 with great pomp and circumstance. The formal ceremony lasted four days. At 09:30 a.m., the Principal of the school began the ceremony, which was attended by all of the school's teachers and students. On that day, the entire campus was festooned with festoons and placards. To commemorate the programme, a committee led by the Principal was formed.

Songs, music, debate, recitation, sports, procession, tree planting, and other activities were part of the cultural programme. The first day was all about songs and music. The competitions drew at least 40 students. There were different types of songs, such as folk songs, modern songs, band songs, and so on. The second day was dedicated to the drama competition. At least four different groups performed. The third day concentrated on debate, recitation, and sports.

The first session of the final day featured a seminar on the "Future of English in India." During the function, renowned educator XYZ read a paper. The programme was attended by students from all years and classes. The seminar was also attended by distinguished guests and guardians.

The prize-giving ceremony took place during the second session. The chief guest was the Deputy Commissioner of District Karnal. He gave a brief speech emphasising cultural activities in the realm of education. Then he distributed the prizes among the winners.

Finally, the Principal declared the week's end with a vote of thanks. This cultural week was a fantastic celebration that enthralled everyone in the school.

Exercise: Write a report in not more than 125 words giving all the relevant details of your visit to a historical place. Sign in as Sheetal/Shyam of class XII(HBSE 2018 SET A)

Report on Visit to a Historical Place

By Sheetal/Shyam

Our school's Education Society organised a trip to the Red Fort in Delhi last week. It was only a one-day trip. There were 80 students in total. We were all excited to see this monumental relic of India's freedom struggle.

We arrived at 10:30 a.m. The Red Fort is located in the heart of Delhi. For about 200 years, the fort was the main residence of the Mughal emperors. In 1639, it was built by Mughal Emperor Shah Jahan.

This massive walled citadel with red sandstone walls took around ten years to build. A trip to the Red Fort is not only educational but also cultural. This magnificent monument is a living example of rich Indian culture mingling with Mughal culture, which the Mughals brought to India with them.

Exercise: Prepare a report of the Annual Prize Distribution function held in your school last week. You are Lokesh and student editor of school magazine.(HBSE 2017 SET B)

Exercise: The Health Minister of Haryana inaugurated the new Science Block of your school. As the editor of school magazine, prepare a report of the function.(HBSE 2017,SET D)