

International Indian School Buraidah

Worksheet for the Academic Year 2026-27

CLASS: XII

Subject: English

Topic: Report Writing

A **Report** is a written composition or, in other words, we can say it is a prepared talk about a particular subject. It is a vivid expression of a personal experience on account of something heard, seen, done, studied etc meant to be published or broadcasted. The most common example is the news reports we read in the newspapers, every day. Reports can be of many types, such as

1. A newspaper report
2. A report about an event or function at school/institute/ organization
3. A report about an accident/happening that you have witnessed
4. A report about an enquiry or survey

Format of a Report

1. Headline
2. Byline (Name of the reporter)
3. Opening paragraph
4. Details (Next two paragraphs)
5. Conclusive statement

SOLVED :

Recently your school held a Seminar on Conservation of Water as a part of World Water Day celebrations. As the School Pupil Leader of Maryland School, Gurgaon, write a report in 100-125 words for a local daily. Sign as Pritham/Preeti.

Seminar On Water Conservation

By: Preeti

Maryland School,

Gurgaon 16th March, 20xx, Gurgaon: Our school organised a seminar on 'Water Conservation' as part of the World Water Day Celebrations on 13th August, 20xx. The main aim of this seminar was to remind us all about the need to save the government and the non-governmental organizations in providing distinguished environmentalists and eminent personalities were our guest speakers and they reiterated the need not only of conserving water but also spoke at length on how to conserve water. By stressing upon the fact that each drop of water is precious. Dr. Yashraj, an eminent environmentalist, suggested rain-water harvesting as one of the best ways to conserve water.

Using visual aids to highlight his discourse, he suggested that to ensure availability of water for the future generations the withdrawal of fresh water from an ecosystem should not exceed its natural replacement rate.

The seminar concluded on the note that water conservation is the most cost-effective, environmentally sound way to reduce our demand for water and so each one of us must do our bit towards improving water management to enhance optimum use of water.

Inter-School Debate Competition Held

By ABC, Class XII

An Inter-School Debate Competition was organised in our school on 22 February 2026. Teams from fifteen schools participated in the event, making it a highly competitive and intellectually stimulating programme.

The topic of the debate was "Technology: A Boon or a Curse." Participants presented well-researched arguments and displayed excellent speaking skills. A panel of distinguished judges evaluated the contestants on the basis of content, confidence, clarity, and presentation.

Students and teachers attended the event in large numbers and appreciated the quality of the discussions. The winning team received trophies and certificates, while individual awards were given to the best speakers. The Principal congratulated all participants for their efforts. The competition enhanced critical thinking, public speaking abilities, and confidence among students.

What did you observe in this Report?

*The report has a simple headline.

*The report underlines the purpose of the survey in the opening paragraph.

*The subsequent two paragraphs tell about when and how the survey was conducted.

*Finally, the facts and figures are given.

Solve:

1. You are Vinod/Vinita of Subhash Public School, Gorakhpur. Recently, your school celebrated its Silver Jubilee. Write a report in 150-200 words for your school magazine describing the various programmes arranged in your school for the celebration.
2. Power' shortage is becoming a norm these days. Your city is facing this problem regularly. Write a report for publication in your school magazine in 150-200 words highlighting this problem and offering solution.

