

3. REPORTING

A report is a detailed statement, description or a narrative account which is normally prepared after some investigation. A report can also be persuasive. It is usually formal as an account of the decisions of a committee or enquiry; it may be even an account of some matter of news or a topical story. It provides first hand information about events, incidents, individuals, private and public occurrences, meetings, conferences, seminars, festivals, functions etc.

A report is usually written in past tense. It is always precise and refers to the place, date and time of occurrence. A good report is normally objective and is based on facts. Generally, there is no place for personal views and emotions in a report.

A 'report' of some happening is a factual account; a 'report on' something may include views and recommendations.

Reports are of different kinds such as newspaper reports, reports of meetings, reports of conversations, scientific reports, business reports and annual reports of various institutions.

Let us analyse and understand some of the following specimen reports:

Report 1

Five Houses Burgled in Mumbai West

Mumbai, May 6: Spate of burglaries rocked Mumbai west on Sunday night. Five houses were burgled in the First Street.

Burglars entered the houses when the inmates were away and escaped with cash and valuables. According to the police, the burglars entered into the house of Mr. Krishna kumar and escaped with some cash and jewels. The culprits then targetted

the neighbouring house of Mr. Sunil Sharma and escaped with some cash and silk sarees.

The culprits broke open the outer grill gate and door and got into the house of Mr. Premanand when the family members were asleep on the terrace. They took away some cash and before escaping they damaged the furniture in the house.

The burglars then ransacked the house of Mr. Manish when the inmates were away; they brought the almirah out of the house and broke it in the open area. They removed 30 sovereigns of gold jewellery, silver items and Rs. 5000 worth silk sarees and fled.

In all these incidents cash, gold and silver ornaments totally worth about Rs. 2 lakhs were stolen. In another burglary on the outskirts, the culprits gained entry into the house of Ms. Sheetal and took away cash and jewellery worth Rs. 50,000.

All the burglaries came to light in the morning. The residents charged that the criminals were emboldened because of poor policing. Earlier, constables who came on patrol used to sign a register in some houses; this practice was suspended citing election work, residents say.

Analysis

The above report is from a professional news reporter. The title immediately draws the readers' attention.

The focus of the topic is presented right in the first line to alert the readers concerned.

The report gives factual details like the place, time of the burglary, sequence of events and the persons involved and the persons affected.

It is valued as a genuine account because it is based on the observation recorded by a higher investigating body (namely, the police).

Detailwise this report is alerting, and brief to the point. Its factual recording has in it strong social security concerns.

Report 2

Junior Meet on World Athletics Day

Bangalore, May 4. May 5 is observed as World Athletics Day and the Amateur Athletic Federation of India (AAFI) will commemorate it with a junior athletic meet at the SAI, Southern Centre premises here on Saturday.

The meet which is having its sixth edition moves to Bangalore after a five-year stint at Patiala. The meet will feature events in the sprints, running, hurdling, jumping, throwing and walking categories. More than hundred athletes drawn from the junior India camp and a few state units are expected to participate. The winners in the meet will get diplomas, pins, posters and t-shirts despatched by the International Amateur Athletic Federation (IAAF).

The names of the winners will be sent to the IAAF and in a draw of lots, every continent will send two representatives – a boy and a girl – to the World Athletic Championship at Edmanton, Canada in August. "In 1999, India's discus thrower Harwant Kaur figured in the draw of lots and she witnessed the World Athletic Championship. This athletic meet at Bangalore coincides with similar meets all over the world. It is part of the celebrations of World Athletics Day which falls on May 5," Mr. Joginder Singh Saini, coach, India Junior Camp, said in a press briefing.

Analysis

This report is of global and topical in nature. It has an encouraging tone with human resource development prospects.

It is descriptive of a meet and is announcing in nature. It invites the reader's attention to similar meets in other parts of the world. The abbreviations used in this report are to achieve immediacy and currency to Federation of Athletics and suitably figure in the sports column.

This report apart from being news enthuses the sports-lovers. The reporting has the drive and verve required for the junior aspirants who form its readership.

Report - 3

Cloning : A special report

Everything you always wanted to know... As time goes by, the cloning technology that brought Dolly, the sheep, into the world has shown that it isn't a one-hit wonder. Researchers are producing clones from foetal cells with relative ease. Others have shown that they can combine cloning and genetic engineering to produce cows and sheep that produce therapeutic proteins. There seems to be no doubt that our future is a future filled with clones. In fact, nearly every month, there is news of how cloning technology is poised to change our lives. From agriculture to medicine, from psychology to law, New Scientists' team has followed the potential impact of cloning every step of the way. Our special report gives you an instant update as well as looking at the wider issues. What molecular magic makes cloning possible? What would it be like to be an exact copy of your parent? Is anyone working towards human cloning? Could cloning be the end of humanity, and the start of something quite different? Caution, you are entering the clone zone....

Analysis

This special report indicates one of the wondrous adventures in the field of science and technology. It contains an update information in the latest research pertaining to cloning. Such reports enthuse and enable the scientists to undertake research in the recent developments.

This report is scientific in nature and content as investigated. However, the enigmatic questions raised at the end of the report indicate the curiosity of the reporter pertaining to the future of this "molecular magic".

Report - 4

A Report on a Seminar

Topic of the Seminar: "Writing Indian Diaspora: Echoes in Canadian Literature"

A two-day seminar on WRITING INDIAN DIASPORA: ECHOES IN CANADIAN LITERATURE was organised by Professor Harish Narang on behalf of the Centre of Linguistics and English, School of Languages, Literature and Culture Studies, Jawaharlal Nehru University New Delhi. It was co-sponsored by the Indian Association for Canadian Studies. The seminar was held on the 11th and 12th April, 2018 and over 75 scholars from within the University and other institutions participated in the seminar.

The seminar was inaugurated by Professor Harbans Mukha, Rector (Academic) J.N.U and the keynote address was delivered by M.G Vassanji, a well known Canadian writer.

Besides the inaugural and the keynote addresses, 15 papers were presented by students and scholars from within the J.N.U and other universities during the seminar which was divided into seven sessions. Most of the papers were highly informative and scholarly. Some of the papers suggested new areas for further research and they must have been very useful to the young scholars. Hence, they were well received by the audience. Each presentation was followed by a detailed, lively and meaningful discussion.

A special feature of the seminar was a reading by Vassanji from his latest novel – Amrika. Vassanji also answered several questions from the audience and clarified several issues relating to his writings.

Exercise

1. Write down the features of a report found in this seminar report.
2. Who was the organiser of the seminar?
3. Who was the chief guest?

Report - 4

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Exercise

1. Write down the features of a report found in this seminar report.
2. Who was the organiser of the seminar?
3. Who was the chief guest'?

4. How many papers were presented?
5. What impression do you get about the quality of the papers presented?
6. Was the seminar a success? Give your reasons.

Report -5

Minutes of the Meeting

A report on the proceedings of a meeting of any organisation is known as the minutes of the meeting.

Minutes of the first Executive Committee meeting of the Resident's Welfare Association . Anna Nagar, Chennai, held at community hall on 12-04-2018', at 10 a.m.

Members present

1 Mr. K. Govindaraj	President
2 Mr. G. Sankaran	Vice-President
3 Mrs. Vaidehi Rajasekaran	Secretary
4 Mr. V. Johnson	Joint-Secretary
5 Mr. Sridharan	Treasurer
6 Mrs. Gayathiri Raghavan	Executive-Member
7 Mr. Veerasami	Executive-Member
8 Mrs. Sujatha Srinivas	Executive-Member
9 Mr. Karunakaran	Executive-Member

Mr. Stephen's letter conveying his inability to attend the meeting was read out .

This was the first meeting held for the financial year 2001-02 to review the various points discussed in the General Body Meeting.

1. To expedite the development work, sub-committees were formed with members who are familiar in the particular discipline. Following Committees were formed and their duties allocated.

a) Metro-water Management Committee

To study the current distribution system and suggest alternatives for better storage/collection of metro-water and better distribution. The committee is advised to study the problems and rectify the same at war-footing as they cause much inconvenience to the residents.

Members: Mr. Govindaraj, Mr. Sankaran and Mrs. Vaidehi Rajasekaran

b) Human Resources Committee

To list out and record various jobs of maintenance like security, plumbers, electrician and the manager.

The committee is asked to work out systems to closely monitor the above personnel. Block Directors can be efficiently used to supervise the work done in the maintenance of their blocks.

Members : Mr. Johnson, Mrs. Gayathiri Raghavan and Mr. Sridharan

c) Treasury Committee

To assist the Treasurer in smooth collection and disposal of funds.

Further it is suggested to computerize the entire accounting system

Members : Mr. Veerasami, Mr. Karunakaran and Mrs. Sujatha Srinivas.

- 2) The members after a brief discussion agreed to the installation of a water treatment plant.
- 3) It was decided to develop the children's park by filling it up with river sand and setting some more games.
- 4) The Committee decided to mark parking space for two-wheelers and four wheelers to avoid congested parking in front of the blocks.

- 5) It was decided to improve the security by retention of the movement of vendors and people. It was decided that the Committee would meet every third Saturday. The meeting ended at 1.00 p.m.

Vaidehi Rajasekaran
Secretary

Report - 6

A Report on the College Day Celebration

The 30th College Day celebration of the Government Arts College, Chennai was held on 25th March 2018. The function was started at the college auditorium at 11. a.m. The Collector of the district was the chief guest and the Principal of the college presided over the function. The Principal welcomed the chief guest and the gathering and introduced the chief guest to the audience.

The Collector congratulated the students on their securing university ranks in various subjects. He encouraged the students to concentrate on their studies and bring glory and name to their prestigious institution. He told them that he was an old student of the same college and spoke at length about his college days. He also recalled how he actively participated in various activities like N.C.C., N.S.S., sports, debates etc., and asked the students to participate in various curricular and co-curricular activities. He advised them to do well in all spheres of life to become good citizens, as they are the future pillars of the country. Finally he distributed the prizes and gold medals to the prize winners.

The College Union President proposed a vote of thanks after the cultural programme was over. The meeting came to an end with the singing of National Anthem.

Sd

The Union Secretary.

Exercise

1. Consider yourself as a reporter for a popular daily newspaper. Write a report on the air-crash using the following facts :

A Boeing of Indian Airlines — crashed near Patna — 115 passengers on board — 7 crew — all died — investigations on — 5 lakh rupees compensation — All old Boeings to be condemned.

2. Write a report on the damage done by fire to the office building and the ways and means of carrying on with the business during the renovation of the building.

3. You have been asked by a firm which manufactures detergent powder to make a study of the consumer reaction to their product and suggest measures to improve the image and the sales of their product. Prepare a report of the study.

4. Write the minutes of the meeting of the Students' Union of your College which was convened mainly to discuss the Silver Jubilee Celebration. Imagine yourself to be the secretary.

5. Write a report on the free medical camp held in a village by your N.S.S. Unit.

6. Imagine that you are the sports secretary of the college union. Write a report on the sports day celebration of your college.