



INDIAN SCHOOL DARSAIT  
REPORT WRITING  
ENGLISH



Class: V Sec: ....

Date:.....

Name: .....

Roll No:.....

FORMAT – REPORT WRITING

REPORT  
TITLE  
REPORTER

DATE

- Introduction about the event (When the event occurred and where was the event organized )
- Body – Matter of the event in brief (Main highlights of the event can be described briefly)
- Conclusion – Appreciation towards the success of the event, suggestion or opinion with regard to the event if any can be mentioned.

## SAMPLE REPORT WRITING

### REPORT CULTURAL FEST -Robin Dey

29<sup>th</sup> August 2018

On 25<sup>th</sup> August 2018, a colourful and memorable Cultural Fest was organized at Vidyajyoti Niketan School. This event was whole day long and was held in the auditorium of the school. In this mega event, many schools from the city took part.

The grand show commenced by the arrival of various teams from schools. Then the Chief Guest, the District Collector, arrived with his wife. There was a colourful welcome followed by lighting of the lamp. It was accompanied by a melodious Saraswati Vandana, hailing the goddess of knowledge and wisdom. It was followed by a welcome speech given by the Principal of the school. Then there was bouquet presentation to the invited guests and the grand event began. It was a truly mesmerizing show as the teams from various schools presented many programmes. There was singing, dancing, poetry recitation, skits, mimicry, mono act shows, classical and modern combination of several foot tapping numbers. Everyone sat glued to the show. The Chief Guest praised the entire event. He guided with his inspirational words and inspired to do better. It was followed by the announcement of the winning team, ABC School of the city. Everyone complimented one another. It was followed by a formal vote of thanks and the event concluded.

All really enjoyed the event and dispersed with a sincere hope that such mega events should be organized again by giving the students a chance to display their talents.

## PRACTICE REPORT WRITING

Write a Report on the event of Independence Day at ISD.