Report writing samples (2 samples)

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A report gives a factual, past-tense account of an event that has already taken place, written either for a newspaper or a school magazine. CBSE and state board exams expect a clear headline, by-line, and 120 to 150 words.

Format

1. Headline: Short, clear, and informative title
2. By-line: Writer's name and designation (e.g., By Karthik Sundaram, Staff Correspondent)
3. Place and Date (for newspaper reports only, at the start of the opening paragraph)
4. Lead paragraph: Summarises what happened, when, where, and who was involved
5. Body paragraph: Key facts, sequence of events, figures, or highlights
6. Closing paragraph: Eyewitness quote and current status (newspaper) or conclusion and vote of thanks (school report)
7. Word limit: Keep the report concise, between 120 and 150 words

Samples

Newspaper report on a flood in a town

Heavy Rain Triggers Flash Floods in Low-Lying Areas of Cuddalore
By Karthik Sundaram, Staff Correspondent

Cuddalore, 25 November 2026: Heavy overnight rain under the northeast monsoon triggered flash floods across low-lying wards of Cuddalore on Tuesday, 24 November 2026. After 160 mm of rainfall in twelve hours, the Gadilam river rose above the warning mark, inundating over 250 homes in Manjakuppam and Kondur.

District officials and State Disaster Response Force teams evacuated nearly 900 residents to six relief camps set up in government schools. Power supply was temporarily suspended in flooded streets as a safety measure, and traffic on the Cuddalore–Panruti road remained disrupted until afternoon.

"Water entered our ground floor at dawn, and rescue boats reached us within an hour," said shopkeeper M. Selvam. Authorities confirmed that hot meals, drinking water, and medical aid are being provided while pumps clear stagnant water.

School magazine report on Annual Sports Day

Annual Sports Day Celebrated at Saraswati Vidya Mandir
By Navjot Kaur, Sports Secretary

Saraswati Vidya Mandir, Ludhiana, celebrated its 28th Annual Sports Day on Saturday, 21 November 2026 at the school sports ground. Retired national athletics coach Jasbir Singh Bajwa graced the occasion as the Chief Guest.

The programme began at 9:00 a.m. with the hoisting of the school flag, followed by a crisp march past by all four houses and the oath-taking ceremony. Students of Classes VI to XII competed enthusiastically in the 100-metre sprint, relay race, long jump, shot put, and tug-of-war. A colourful yoga and PT display by primary students drew warm applause from parents and teachers.

Sutlej House lifted the Overall Championship Trophy, while Arjun Bhatia (Class XI) and Simranjeet Kaur (Class X) won the Best Athlete awards. The Principal delivered the vote of thanks, and the day concluded with the National Anthem.

Tips

• Always write reports in the past tense because the event has already occurred.

• Use an objective, third-person voice; avoid 'I', 'we', and personal opinions.

• Put the core facts—what, when, where, and who—in the very first paragraph.

• Include the place and date line before the opening sentence in newspaper reports, but omit it in school magazine reports.

• Stay strictly within 120–150 words by choosing concrete facts over repetitive adjectives.