

## **Institute of Sciences, Humanities & Liberal Studies**

### **Department of Languages**

### **Topic: Report Writing**

**Compiled by: Prof. Mamta Amin**

### **News Report – Format (Accident)**

- ☐ 1<sup>st</sup> Para: What ?When ?Where ?
- ☐ 2<sup>nd</sup>& 3<sup>rd</sup> Para: Why ?How ?
- ☐ 4<sup>th</sup> Para: Rescue Operation Quotes from Important People
- ☐ Title: Short & Crisp
- ☐ Facts in Passive Voice
- ☐ Indirect Speech

### **Vocabulary**

- ☐ Collided, Rammed into, Ran over, Dashed against, Impact of collision, Turned turtle, Over-turned, Somersaulted
- ☐ Incident, Accident, Mishap, Damaged, Wrecked, Snapped, Breakdown, Smashed, Extract, Mangled coach, unfortunate morning
- ☐ Primary investigation, ill-fated bus/car/train, charred, fire engulfed, dragged to distance, flung at a distance, on spot, succumbed to injuries, burst into flames, out of control, massive impact, dramatic series of events, hurtled down
- ☐ Rescue workers, operation in full-swing, miraculous escape, emerged unscathed, reported in critical condition, passers-by, good Samaritan, pedestrians, rushed to hospital, casualties,
- ☐ Traffic stand-still, caused panic, air-traffic disrupted, eye-witness recounts horror, Forensic officers summoned, Aviation Ministry, Police/DIG/ Official from Govt. agency, condemned, deplored
- ☐ Inquiry conduct, probe, visited hospital, announced, ex-gratia, affected families, families of deceased

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Compiled by: Prof. Pranjal Bhatt

*“A report is something written for a particular audience with a purpose which is supported by the evidence.” - Kaushal Kotadia*

### Objectives of report writing:

- ❖ To inform about the recent development in the company/Product/Market
- ❖ To show potentialities of a new product
- ❖ To show feasibility of a plan
- ❖ To persuade the management/Grievances- redressal

### Types of Repots

1. **Progress Report:** gives the information related to project under way and its progress.
2. **Incidental Report:** It is known as occurrence report. It describes an event that has happened. It explains how, when and why has something happened.
3. **Trip Report:** When the reporter leaves the usual place of work to do something, he/she has to note the detail report.
4. **Investigation Report:** The report which examine a problem or situation, identify the cause and suggest the corrective measures.

