

Chapter-29

Writing Reports

Worksheet

1. How do you define a business report? Mention the steps required for writing a report.
2. Which all points should you keep in mind while preparing a tour report?
3. What is an accident report? Which all points should you keep in mind while writing an accident report?
4. Mention some do's and don't's needed for writing a report.
5. DDPS School, Nagpur, recently organized a heritage tour to Delhi for all its students. You are Aanand/Amisha, editor of a famous children's weekly magazine. Write a report on the event for your weekly magazine. (120 – 150 words)
6. Imagine you are Rahul and work in a company in Delhi. You have been asked to visit the company's Agra office and submit a report on how that office is functioning.
7. You have witnessed drastic fatal accident in Kolkata where two vehicles, a matador van carrying some school students and a minibus rammed into each other early this morning. Write a report on the above mentioned topic.
8. NIOS celebrated international Yoga day on Tuesday, 21 June 2021. Write a report on the above mentioned topic commemorating international yoga day and benefits of yoga in an individual's life.
9. A super speciality hospital was inaugurated in your town by the Health Minister. As a reporter from 'The Hindustan Times', write a brief report on the same to be published in the newspaper.
10. Write a report on the "impact of gender discrimination on a company's performance." How does gender discrimination affect business growth? What are the policies that help prevent gender discrimination in work places?