

Class- 12

Sub.-English

Report Writing

Write and learn the following Reports.

Recently your school held a Seminar on Conservation of Water as a part of World Water Day celebrations. As the School Pupil Leader of Maryland School, Gurgaon, write a report in 100-125 words for a local daily. Sign as Pritham/Preeti.

(Delhi 2010)

Answer:

Seminar On Water Conservation

By: Preeti

Maryland School,

Gurgaon 16th March, 20xx, Gurgaon: Our school organised a seminar on 'Water Conservation' as part of the World Water Day Celebrations on 13th August, 20xx. The main aim of this seminar was to remind us all about the need to save the government and the non-governmental organisations in providing help water as it is a precious source imperative for our survival.

distinguished environmentalists and eminent personalities were our guest speakers and they reiterated the need not only of conserving water but also spoke at length on how to conserve water by stressing upon the fact that each drop of water is precious. Dr. Yashraj, an eminent environmentalist, suggested rain-water harvesting as one of the best ways to conserve water.

Using visual aids to highlight his discourse, he suggested that to ensure availability of water for the future generations the withdrawal of fresh water from an ecosystem should not exceed its natural replacement rate. The seminar concluded on the note that water conservation is the most cost-effective, environmentally sound way to reduce our demand for water and so each one of us must do our bit towards improving water management to enhance optimum use of water.

Your school organised an exhibition-cum-sale of the items prepared under Work **Experience Certificate** by your school students. There was an overwhelming response from the public. Prepare a report in 100-125 words for a local daily. You are the Coordinator, S.U.P.W. activities, Nita School, Gurgaon. (All India 2010)

Answer:



An Exhibition-Cum-Sale

By: ABC, Coordinator, SUPW Activities

Nita School, Gurgaon

3rd Aug. 20xx, Gurgaon. Our school organised an exhibition-cum-sale of items prepared under Work Experience by our students on the 31st of July in the school lawns. It was heartening to see the overwhelming response our endeavour got from not only the parents but also from the general public who showed a lot of interest in the items made by the students. A wide array of items such as candles, greeting cards, jewellery boxes, wooden handicrafts had been prepared by talented students.



The students were really encouraged by the positive feedback they got from everyone present. Our principal too was personally present there all the time interacting with everyone. He appreciated the students' hard work and creativity and announced that the money collected from the sale of items would be donated to an old-age home in the vicinity of our school. Our principal also decided that such initiatives would be taken up by our school more frequently to motivate the creative students and to help a noble cause.

