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Class - XII

English

Composition

Report Writing

Neha Rajvanshi

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Q.1 Om (Angad) is a reporter of a Local Newspaper. He witnessed a food poisoning in a marriage dinner and decided to present a report on it. Write that report.

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Ans.

Food Poisoning in a Marriage

om.angad@timesgroup.com

Bikaner,
16 Jan.

Last evening a food poisoning case took place in a marriage ceremony in village Alisar.

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There around three hundred people were affected due to food eaten by them. They started vomiting and some of them fell unconscious. Soon the matter was reported.

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A team of doctor along with attendants and police reached at the spot. The food was seized and sent for examination. Serious patients were sent to nearby hospital.

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Most of the people cured soon after giving primary treatment. Later today a case was registered by the police. Investigation is still in progress. The situation is under control.

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Q.2 You are Sid/Siddhi, of Govt. Sr. Sec. School, Jodhpur. Eco Club of your school is going to plant 300 plants in your school area with the help of dignitaries and students. Write a report in 100 words for your school magazine.

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Ans.

Plantation in GSSS Jodhpur

(By Sid/Siddhi)

Jodhpur, 21 March 2024-The Eco Club of Govt. Sr. Sec. School, Jodhpur planted 300 plants in the

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school area with the help of dignitaries and students on the Global Tree Day 21 March 20xx. The student Secretary and other student members of the Eco Club under the guidance of the Principal and Teachers cordially

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invited the Honourable Chief Minister, Education Minister. Environment Minister and other dignitaries. One hundred fruit plants, one hundred flowering plants and one hundred medicinal plants were planted.

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Everyone praised this plantation drive. Media published and telecast this news. We are proud of our Eco Club.



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Q.3 Prepare a Report under the Heading 'Prize Distribution Function', The Collector of your district consented for the chief guest. Word limit is 100 words. Some hints are given below for your help.

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celebrate....prize distribution function ..... chief guest .....welcome.....garland Saraswati Vandana .....annual report. ... make..... a speech..... give prizes .... clap..... Rejoicing ..... Photographs ..... national anthem

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OR

Write a report in about 100 words on the topic 'The Prize Distribution Function'.

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Ans.

PRIZE DISTRIBUTION FUNCTION

(By Student Reporter)

Chirawa, 11 June-Last Friday the prize distribution function was held in our school. It was at 4 p.m. The Collector was the chief guest.

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He arrived at 4 p.m. The Principal received him warmly. The function started with Saraswati Vandana. The Principal read out the annual report of the school. The Collector made a speech.



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After it, he gave away the prizes to the prize-winners one by one. Everybody clapped again and again. All the students were rejoicing. Many photographs were taken. The function ended with the national anthem.