Some Useful Techniques & Tips on Report Writing:

- Report writing is a purely factual account or happening.
- It must have happened somewhere in the past. It is written targeting the common mass and sometimes defined readers.
- A report must be factual.
- It must be a concise but interesting to the Readers.
- A report is written in 'Third' person.
- A Report takes place in indirect speech.
- Sometimes it is written in Passive voice.

Features of a Report:

- A report must have a 'Headline'.
- There must be specification of date and place.
- There must be the name of the Reporter.
- The Heading must be aligned in the middle.
- Do not put fanciful information. Be relevant to the information.
- The total report must be based or rational thinking. Coherence and justification should always be adhered to.
- It must not be partial. It must impart opinions of different sides.

Headline:

- Headline is the main key to an Article. Hence, it must be attractive, interesting and appealing.
- As a general rule we need to avoid articles, prepositions in the Headline to the extent it does not impact the meaning.

2. Opening paragraph:

- This paragraph gives the total report in a nutshell.
- Here state the incident/event in brief.
- Do not forget to give day, date, and time of the incident.
- Refer specific place of the incident with proper land mark if any.
- Include the people related to the incident/event.
- Specify the reason/purpose of the incident /event or course of the incident/event.
- Here you need to present precisely the incident.
- Facts must be given prior importance and no fanciful or superfluous talks.

Concluding Paragraph:

- In this section put your relevant opinions about the incident/event.
- Put opinions of different people (If possible – quotation) to authenticate your view.
- Relate with probable future actions.
- Preferably end with a reflective meaningful end line.