

# **St.Andrews Scots Sr.Sec.School**

**9th Avenue, I.P. Extension, Patparganj, Delhi-110092 Session:  
2026-27. NOTES**

**Class-IX**

**Subject -English**

**Topic: Report Writing**

## **Report Writing:**

**Report writing is a formal way of presenting information about an event, activity, incident, or survey. A report is written in a clear and organized manner so that readers can understand what happened. It is usually based on facts, observations, and details collected by the writer.**

**A good report answers the questions:**

**What happened?**

**When and where did it happen?**

**Who was involved?**

**Why did it happen?**

**How did it happen?**

## **Format of Report Writing**

**Heading/Title**

**Byline (Name of the writer)**

**Date and Place**

**Introduction**

**Main Body**

**Conclusion**

## **Example 1**

### **Annual Sports Day Celebration at School**

**By: Riya Sharma**

**New Delhi, 12 August, The Annual Sports Day of our school was celebrated with great enthusiasm and excitement on 10 August 2026 in the school playground. The event was organized to encourage students to participate in sports and physical activities. The entire school campus was decorated with colorful flags and banners, creating a joyful atmosphere.**

**The programme began at 9 a.m. with the arrival of the Chief Guest, a famous**

athlete of the city. The Principal welcomed the guest and addressed the students about the importance of discipline, teamwork, and sportsmanship. After the welcome speech, the school choir presented a motivational song. Students from all classes participated in a march-past and saluted the Chief Guest proudly.

Many exciting events were conducted during the day, including races, relay competitions, long jump, high jump, tug-of-war, and basketball matches. Students participated with full energy and confidence. Teachers and parents cheered enthusiastically for the participants. The relay race between the senior houses was one of the most thrilling events of the day.

Apart from sports competitions, cultural performances were also organized. Students performed dances and gymnastics displays which entertained everyone present. Refreshments were provided to all participants and guests.

At the end of the programme, medals and certificates were distributed to the winners. The Principal congratulated all the students for their active participation and appreciated the efforts of the teachers and volunteers who made the event successful. The programme ended with the National Anthem. The Annual Sports Day proved to be a memorable and inspiring experience for everyone.

## Example 2

### Tree Plantation Drive Organized by Students

By: Aman Verma

Delhi, 5 July, A tree plantation drive was organized by the Eco Club of our school on 3 July 2026 to spread awareness about environmental protection and the importance of planting trees. The event took place in the school campus and nearby public park. Students, teachers, and local residents actively participated in the programme.

The programme started in the morning with a speech by the school Principal, who explained how trees help in reducing pollution and maintaining ecological balance. The members of the Eco Club then guided students about the proper method of planting and caring for saplings.

More than two hundred saplings of neem, mango, peepal, and gulmohar trees were planted during the drive. Students worked in groups and enthusiastically planted saplings in different areas. Teachers supervised the activity and encouraged students to take responsibility for protecting the environment.

**Posters and slogans promoting a green and clean environment were displayed throughout the campus.**

**The local residents appreciated the efforts of the students and also joined the plantation activity. Some volunteers distributed water bottles and refreshments to the participants. Students promised to take care of the saplings regularly and ensure their healthy growth.**

**At the end of the programme, the Principal thanked everyone for their participation and motivated students to continue such environmental activities in the future. The tree plantation drive was highly successful and helped create awareness about the need to save nature for future generations.**