

VASISHTHA GENESIS SCHOOL, BARDOLI

(Academic Session: 2025-26)

Date: _____ Class: 5th Div: _____ Roll No: _____ Sub:English

Worksheet 3 : Writing Skill (CT 2)

Name: _____

Report Writing

Guidelines for Report Writing

1. Title/Heading

2. Date

3. Introduction (Opening)

4. Body (Details)

5. Conclusion (Closing)

6. Language Tips

- **Write in simple sentences.**
- **Use third person (students, teachers, people) instead of “I”.**
- **Keep it short and factual, not like a story.**

i. Write a report on the School Sports Day

Title: Annual Sports Day Celebration

Date: 10th January, 20XX

Our school celebrated its Annual Sports Day on 10th January. The program began with a March Past by all four houses. The Principal welcomed the guests and declared the sports meet open. Many races and games like 100m race, relay race, and long jump were held. The winners received medals and certificates. Parents clapped and cheered loudly for the participants. The day ended with the National Anthem and happy faces everywhere.

ii. Prepare a report on a Tree Plantation Drive which was held in your school.

Title: Tree Plantation in Our School

Date: 5th June, 20XX

On World Environment Day, our school organized a tree plantation drive. All students from classes 4 to 8 participated. We planted mango, neem, and peepal trees in the school garden. Our teachers told us about the importance of trees in keeping the air clean. The Principal also encouraged us to plant trees at home. The event was successful and enjoyable, and we all promised to care for the plants.

iii. Write a report on a Science Exhibition held in your school.

Title: Science Exhibition in the School

Date: 12th August, 20XX

A Science Exhibition was held in our school on 12th August. Students displayed many creative models like a solar cooker, water purifier and windmill. Parents and guests visited the exhibition and appreciated the hard work of the students. Our science teacher guided us throughout the preparation. The exhibition increased our interest in science and gave us new ideas to try at home

iv. Report on a Visit to the Zoo

Title: Educational Trip to the Zoo

Date: 20th July, 20XX

Our class went on a trip to the city zoo. We saw many animals like lions, tigers, elephants, and monkeys. The birds like parrots and peacocks looked very beautiful. Our teacher explained the importance of protecting wild animals. We enjoyed feeding some ducks and taking photos .The trip was fun and full of learning for everyone.