

**A Lesson on the Following Topic
Will Be Imparted to the Learners**



Report Writing

A report is a piece of journalistic writing. Students need not worry about it because it has much in common with a paragraph. Only a limited number of features, out of keeping with paragraph, are peculiar to report writing. The salient features of a report are as follows :

- (a) A report must have a **heading**, just like a paragraph.
- (b) The heading should be followed by a **dateline**. It consists of three things : 1. Staff correspondent, (2) place, (3) time of reporting.

Dateline is the element that identifies the writing as report. If any part of it is missing, it will no longer remain a report.

(c) Dateline should be followed by the body of the report. It must be divided into more than one Para. The entire report may be the same in size as a paragraph. But , unlike a paragraph, its body should have a number of Para .

A sample report is given below :

English Second Paper

14. Suppose, you are a reporter of a renowned Daily. The hotels and restaurants of the locality you cover allegedly prepare food with reused oil. Now, write a report of about 120 words on it.

Answer to the question no. 14

A Peculiar Junk Food

Staff correspondent, Sadar South, Cumilla. 09 February, 2020

This locality boasts of a good number of hotels and restaurants. They are favourite with diners. Because the food items they serve are appetizing and appear nutritious.

But appearance often belies the interior. When many eaters repeatedly empty their bowels resulting from a stomach upset, it definitely has something to do with their intake.

An unofficial finding of some laboratory tests discloses that foods of those hotels are cooked with reused oil.

Vegetable oil, when reused, develops toxic properties. It that oil goes into preparing a food item, it becomes a health hazard.

So it is time for food lovers to have second thoughts about mouthwatering food items. They should at least remember that health is wealth.



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