

# Report Writing

A report is statement about something heard, seen, read, done or a real thing. It is a written document from one person or group to another. Following is the layout of a short formal report.

|  |       |
|--|-------|
| To<br>From<br>Subject:<br>Sir/Madam.   | Date: |
| <b>Main body of report</b>   |       |
| → Introduction<br>→ Main Text<br>→ Summary<br>→ Conusion<br>→ Suggestion<br>→ Appendices (If any)<br>(additional explanation) Optional |       |
| Yours faithfully,<br>X. Y. Z.  |       |

**Q.1** Suppose you are working as a member of the task force to provide better health facilities to the people living in far-flung rural areas. Make a survey report to be submitted to the Chairman Task Force with following aspects to be focused upon:

October 5, 2019

To The Chairman Task Force,  
 (City) A B C  
 From X. Y. Z.

**Subject:**     Providing better health facilities to the people of rural areas:

Respected Sir,

**Introduction:**

In compliance with your above directive, I surveyed the whole area A.B.C with my team. met many residents of this area. I conducted many interviews, distributed questionnaires and collect the solid data about the rising complaints from the public regarding the poor health facilities in this remote area. After a thorough one week survey and data analysis report is being submitted.

**Text:-**

**Findings:**

These remote areas often suffer from a lack of access to health care services because of low literacy rate, ignorance and poor socioeconomic conditions.

Also the differences in geographical and settlement conditions create significant effect on health needs between rural and urban population. Due to poor hygienic conditions, poor sanitary requirements, unsafe water and an improper sewage system creates an unfavourable environment which negatively influence the health of rural population.

The lack of clinics and surgical equipments it is difficult to operate patients. This is the main reason behind the increasing number of deaths in these rural areas.

**Suggestions / Conclusion:**

1. First of all National sanitation department should take steps for the cleanliness of these remote areas.
2. These rural areas are far away from the cities so the first point of contact between the residents and the health system are specialised nurses who work in their own tent houses providing awareness and simple health services to these people.
3. If an adequate health service is available in rural areas and if a proper cooperation exists between the doctors and government an immense number of lives will be saved.

Truly,  
(Name X.Y.Z)

**Q.2 Suppose you are working as a bureau chief for a news channel and presently assigned the task to report upon the state of chaos and disruption created by massive protests by the opposition. Make a survey report, emphasizing upon the points as cited below:**

June 5, 2019

To: The Senior Editor,  
(City) A B C  
From: **Bureau Chief X.Y.Z.**

**Subject: State of chaos and disruption created by massive protests by the opposition.**

Respected Sir,

**Motive behind protests/sit-ins:**

"The motive behind their rallies, **protests/sit-ins** is to disturb law and order in the city. The report said the continuing protests had rendered the country vulnerable to terrorist attacks and other security-related risks.

The political uncertainty has negatively impacted the country's financial markets, foreign exchange reserves have declined and stock markets nosedived.

The report said the protests had tarnished Pakistan's international image as a number of visits by heads of states and delegations and other important events had either been cancelled or indefinitely postponed.

It said that to ensure safety and security of the citizens as well as the protesters, the government requisitioned personnel of police and other law-enforcement agencies, including Rangers and the army.

All these people stage sit-ins to pressure the government into accepting their demands.

**Nuisance for public life:**

Here, I would like to refer to two of the biggest sit-ins in the country, which paralysed road and rail traffic throughout Pakistan.

As a citizen of Pakistan and a journalist, I respect the sentiments of the protesters and even feel their pain, but the situation took an ugly turn with the blockade of national highways and all the main roads in the big cities, due to which hundreds of thousands of people were affected.

School children, office workers, transporters, especially rickshaw drivers and daily wage earners were among the worst affected.

In Karachi, for example, many main roads were blocked. People couldn't leave their homes to go to work. Moreover, ambulances did not have space to pass. This created a lot of trouble for the ordinary citizen.

**The stance/strategy of the Government to cope with it:**

Would it not be safer for both, the protestors and the by-passers, that the protest takes place in a locality where their voice can be heard, their discipline commended and their cause highlighted even more? Wouldn't *Bagh Ibne Qasim* have been a more suitable place for a sit-in, with ample amount of space, security and coverage?

Causing trouble to the common man only sparks feelings of detestation and frustration in the public, whereas, this same ordinary citizen would, on a more peaceful occasion, have taken part in the sit-ins. The inconvenience caused by the protest does in fact overshadow the cause being fought for.

Why lose the public's support when the cause is great enough but only the approach is flawed?

**Suggestions:**

In a democracy, every citizen has the right to protest, but any protest or sit-in should not deprive others of their rights.

Truly,

(Name X.Y.Z.)

**Q.3 Suppose you work as a staff reporter for a newspaper. Write a survey report from the staff reporter on the polio vaccination awareness programme in your town or city.**

June 5, 2019

To: The Senior Editor,

From: Staff Reporter X.Y.Z.

**Subject: Polio Vaccination Awareness Programme**

Respected Sir,

**Introduction:**

Keeping in view the increasing cases of Polio, there is an imperative need to create awareness among the people. To do away with the Polio disease, the government of Pakistan launched the pulse polio immunization programme with the aim of eradicate polio from the country.

**Facts / observations:**

As a Staff Reporter, I have taken a bird's eye view of the cases reported. Being the initial stage, government have to take serious steps to overcome this disease.

**Need for such a programme:**

Community awareness activities are being prepared by the field teams in consultation with Department of Health. These awareness activities will be shared with all stakeholders for monitoring and supervision purpose. Following awareness related activities required to be implemented during the pre-polio community

awareness campaign. Daily statistically data of household will be prepared in consultation with following stakeholders:-

- a. Household visits and Corner meetings with men
- b. Meetings with religious leaders
- c. Sessions in Schools
- d. Better coordination with Department of Education is suggested to conduct the session in all level of education institutions.
- e. Announcements through mega phones in local language and in easy words.
- f. Through Cable / TV Channels
- g. Coordination with stakeholders
- h. There is need to include more number of Pushtoo speaking campaigners for Pushtoon

#### **Suggestions / Recommendations:**

It has also been noticed that there are various reasons for increase in the number of polio cases such as lack of community awareness about the polio days, refusal for polio drops, lack of access of the polio teams in many security threatened areas of country particularly in FATA/KPK and Balochistan. There was need to strengthen the efforts of Department of Health, EPI programme, UNICEF and WHO by building partnership with civil society organizations for community awareness through print and social media on importance of polio drops and dates of polio campaigns.

#### **The benefits and conclusion of the programme:**

The survey report identified a few important Polio cases which need to be addressed by large scale awareness campaigns through every available source in order to achieve polio eradication in the near future.

Truly,  
(Name X.Y.Z.)

**Q.4 Suppose you work as a Research Officer with the police department. In view of the growing incidents of street crimes, the Senior Superintendent of Police (SSP) has asked you to investigate and write a report on it. Your report should cover the following aspects:**

- (i) **Number of street crimes during the period under review.**
- (ii) **Causes of rise in such incidents.**
- (iii) **Some measures to control such incidents.**

May 5, 2019

To: The Senior Superintendent of Police (SSP),  
(City): A. B. C.

From: Research Officer x, y, z

**Subject: Growing Incidents of Street Crimes**

Respected Sir,

It is a matter of great worry that almost 120 incidents of theft, robbery, snatching of purses and decoity had been noticed in our area during last three months. A few cases of armed fighting had also been reported. On Sunday, the 12 April 2015, three dacoits tried to loot a big general store. On resistance, the owner was badly injured. Cash amount of almost three lac was taken away by the robbers. The conditions have gone beyond the limits.

Above are some of the major incidents. Many more remain unnoticed I have reached the causes of rise in such incidents Some of the main causes are as under -

- a. Police is less and inactive in the area.
- b. Unawareness among the people to save and protect themselves from such like incidents.
- c. Lack of safety measures like security guards, meeting of sub-societies
- d. Less punishment on severe crime.

In the light of the above, following recommendation are made

- a. Cooperating relation should be created between police department and the public
- b. Security persons must be appointed in areas.
- c. Patrolling of police must be made more effective.
- d. Awareness among the people about such incident required to be created both by the print and the electronic media

The report is submitted for further action please.

Truly,  
(Name X.Y.Z.)

**Q.5 Suppose you are a newspaper reporter. In view of floods in Pakistan, the Editor has asked you to write a report on flood-hit areas of Pakistan. Your report should cover the following aspects:**

- (i) **Areas hit by floods in Pakistan.**
- (ii) **Estimated devastation during the floods:**
- (iii) **Role of government, army and other organizations in rescue operation.**

20<sup>th</sup> April, 2019

To: The Editor, the ABC News,  
(City) A. B. C

From: A Journalist

**Subject: Areas hit by floods in Pakistan**

Respected Sir,

For last few years, Floods come every year and more or less welcomed since flood waters leave the soil silt-enriched. But when they start playing havoc with human life and property they become a horrible catastrophe. Then they bring disaster and destruction and leave behind hunger disease and death. Crops are destroyed. Green fields turn into vast lakes. Mud-houses collapse Both men and animals are drowned. Roads, bridges and highways are swept away. All means of communication and transportation are upset and shattered Life comes to a standstill. Moans and groans turn glee into gloom. Even after flood water recede the sufferings of the people are not over. The reconstruction of the houses, roads and bridges and the rehabilitation of the displaced persons create complex problems. The danger of epidemics and other water-borne diseases is also imminent. People have to start their life anew as all their means of livelihood are destroyed.

Along with this, there is another very important thing to be noticed that this year floods have caused massive devastation in Pakistan. Punjab, Azad Kashmir and Northern Areas have suffered extensive damages. Here thousands of villages have been completely swept either away or very badly damaged. The raging waters

have also washed out the standing crops of rice, sugar cane, fodder and cotton. Millions of people have been displaced. The government and the people should join hands to provide relief to the flood victims. Clothes, eatables; medicines and clean water are their immediate needs. People should donate funds generously.

In time of flood, the Government of Pakistan adopts various measures to alleviate the sufferings of the people. It arranges for both long-term and short-term relief. The short-term relief means immediate relief. This includes distribution of food, cloth, medicines etc. The long-term relief means free distribution of seedlings, remission of rent, grant of loan for reconstructing houses and for reclaiming land, etc. Even private relief societies are organized by the people. They also render much help to the flood-stricken people.

It is a national duty of our media to play a positive role, work for prosperity and goodwill of the country.

Truly,

(Name X.Y.Z.)

**Q.6 Suppose you are working as an investigation officer. In view of the growing suicide attacks especially on religious places for the last few months, authorities ask you to investigate a recent incident and write a report on it. Write the report as desired. Your report should cover the following points:**

- (i) Estimation of loss due to the incident
- (ii) Security measures
- (iii) Suggestions as to how such incidents can be avoided.

April 20, 2019

To The Commanding Officer,  
(City): A. B. C

From: Investigation Officer

**Subject: Growing suicide attacks and Security measures:**

Respected Sir,

In compliance with your instructions issued via letter No 1360/20 dated April 15, 2019, regarding the issue of growing suicide attacks on religious places.

What made these actions unprecedented was their scale driving cars or trucks filled with explosives, an individual (or individuals) could kill scores, if not hundreds, of people. Many terror groups adapted the concept, giving bombers explosives to carry on their bodies. The resulting bombings were smaller, though more precise, allowing the bomber to be a "guided human missile." Therefore, individuals who kill themselves while destroying their chosen civilian or military targets can define as violent, politically motivated actions executed knowingly, actively, and with prior intent modern suicide terror attacks. Terrorist groups often choose this tactic because it is available and inexpensive, and the damage caused to the morale of the rival population is grave. A suicide attack, like all other terror attacks in the modern era, is meant to magnify the "power image" of the perpetrating organization. Trained peoples perform all these activities and they target the religious place because many people's at these places gather for their religious prayers.

Thousands of people's loss their lives and property and other damages are uncountable due these attacks.

\* The situation is worsening day by day. This situation is creating many difficulties for the people.

I suggest you the following steps to be taken in this regard

1. Give advance weapons to the security guards
  2. Security cameras and scanners should deploy on the doors of all the religious places
  3. There should be intelligence sharing among the security departments
  4. Focus Law Enforcement Resources on the Most Dangerous and Violent Criminals
  5. Respect State's Rights and Allow New Approaches to Be Tried.
- It is a national duty of our media to play a positive role, work for prosperity and goodwill of the country

This report is submitted for further action please.

Truly,  
(Name X.Y.Z )

**Q.7 As a newspaper reporter, make a survey report for your newspaper on "Drug Addiction". Your report should cover the following points:**

- (i) Prevalence of drug addiction in the society.
- (ii) It is harmful for our youth and nation
- (iii) Suggestions to put an end to this evil

20<sup>th</sup> August, 2019

To: The Editor, the ABC News.  
(City): A. B. C

From: A Chief Reporter

**Subject: Issue of drug addiction in the society**

Respected Sir,

In compliance with your instructions issued via letter No 1360/20 dated May 20 2019, regarding the issue of Drug Abuse is one of the banes of modern society. It has hit all regions and all sections of our society. It is found in rural and urban areas, among poor and the rich, among the men and women. But it is most overwhelmingly practiced by young boys and girls in hostels in almost all educational and technical institution.

This takes place through drug mafia who has further links with formidable smugglers. And in the process, many young man and women in our own country too fall victims to this diabolical habit.

The habit becomes so confirmed that the victim becomes a slave to the drug. If he or she doesn't take it regularly, he or she feels something missing and even greatly depressed with acute pain and numbness in legs and arms. Drugs are of many kinds like opium, heroin, ganja, charas etc.

The situation is worsening day by day. This situation is creating a lot of difficulties for the people.

I suggest you the following steps to be taken in this regard

1. Shift Resources into Programs that Work Health Service
2. Make Treatment Available on Request like Any Other
3. Prevent Drug Abuse by Investing in Youth and Providing Them with Accurate Information
4. Focus Law Enforcement Resources on the Most Dangerous and Violent Criminals
5. International Drug Control Efforts Should be Demilitarized and Focus on

Economic Development

6. Respect State's Rights and Allow New Approaches to be Tried
  7. Make Prevention of HIV and Other Blood Borne Diseases a Top Priority
- It is a national duty of our media to play a positive role, work for prosperity and goodwill of the country

This report is submitted for further action please

Truly,  
(Name X.Y.Z.)

**Q.8 Suppose you are a newspaper reporter. Write a report to the editor about prevailing "Sugar Crisis".**

**Your report should focus on the following aspects:**

- (i) A serious public problem
- (ii) Non-availability of sugar in the open market
- (iii) Black marketing and hoarding
- (iv) Steps to be taken to overcome the problem

20<sup>th</sup> August, 2019

To: The Editor, the ABC News,  
(City) A. B. C

From: A Chief Reporter

**Subject: Issue of Sugar Prices**

Respected Sir

In compliance with your instructions issued via letter No 1360/20 dated May 20, 2019, regarding the issue of rising prices and unavailability of sugar, I have made survey of the surrounding local markets along with food inspector. My findings are following

I made surprise visits to the major business centers, and markets of the city. I have come to know that a large amount of sugar is stored in the Godowns of hoarders and black marketers but they are not selling it.

Peoples are wandering here and there for the sugar. They are facing a lot of problems due to unavailability of sugar. The authorities are doing nothing

They have made artificial crisis of sugar to sell the sugar on black rate. Price lists are not being displayed and every shopkeeper sells sugar on his own price.

The situation is worsening day by day. This situation is creating a lot of difficulties for the people with low income

I suggest you the following steps to be taken in this regard.

1. It is suggested that committees be formed in order to raid the markets and heavy fines should be charged.
2. The supply of sugar should be made easy and the hoarders and black marketers should be punished.
3. Special for low-income group of people, selling the sugar on lower prices.

It is a national duty of our media to play a positive role, work for prosperity and goodwill of the country

This report is submitted for further action please.

Yours truly,  
(Name X.Y.Z.)

**Q.9** Suppose you are working as a Chief Reporter in some newspaper. Write a progress report to the Director General, Ministry of Health on health services in the suburbs of your city. Your report should cover the following points:

- (i) State of community residing there and their limitations
- (ii) It should also highlight the malpractices prevalent in that society
- (iii) Suggestions as to how improvement can be made and evils eliminated

20<sup>th</sup> August 2019

To The Director General,  
Ministry of Health,  
(City) A. B. C

From A Chief Reporter

**Subject:** Health services in the suburbs of city A.B.C

Respected Sir,

The report is submitted to you in response to your letter number FD/2011/09 dated July 12, 2018

I have recently visited the suburbs of the city.

Population in the suburbs is in a large number. However, health facilities in these areas are very low standards and insufficient.

Most of the doctors are not coming regular. A large number of nursing staff is also required. Most of the medicines are not available in the dispensaries.

In light of the above, following recommendation are made

1. Health department should be asked to ensure the medical staff on duty
2. Dealings between doctors and medical store owners should be checked
3. More dispensaries should be opened and staff increased

The report is submitted for father perusal and necessary action please.

Truly,  
(Name X.Y.Z.)

**Q.10** Write a Report on Polling Votes in your area.

June 10, 2019

To Election Commission of Pakistan,  
(City): A. B. C

From: A.B.C Press Reporter

**Subject:** Report on Polling in by Elections

Respected Sir,

I visited the polling stations between 9am to 4pm. As I entered the polling station, I found the polling staff busy in their work. Voters were smoothly casting their votes. There had been no report of any unwanted incident.

Strict security measures were taken because of the recent security situations. I visited both polling stations, i.e. male and female

The political parties had established their centers to facilitate the voters to find their vote number and related information

On the whole things had been good and appropriate. It is suggested that the election commission should not allow any political party to set their tents close to any polling station.

Truly,  
(Name X.Y.Z.)

**Q.11 Suppose you are an S.H.O. the S.S.P (Senior Superintendent Police) has issued you the instructions to submit report on issue of Kidnapping write a report.**

June 20 2019

To Senior Superintendent Police,  
(City) A B C

From Station House office (S.H.O)

**Subject: Issue of Kidnapping**

Respected Sir,

This report is in response to your letter No 1130/25 dated April 10, 2019

The events of kidnapping area increasing rapidly day by day. The increasing number of events of kidnapping has created restlessness in the country. The police have become a silent spectator

Some are kidnapped for ransom, few were recovered after a severe encounter. Most of the kidnapped are children, picked away from parks, street, schools etc. The conditions have gone beyond the limits

In light of the above, following recommendation are made

1. Awareness among the masses should be created and there is a need to establish a cooperating relation between police department and the public
2. Security persons must be appointed in parks.
3. Patrolling of police must be made more effective.

The report is submitted for father perusal and necessary action please.

Yours truly,

(Name X.Y.Z )

**Q.12 Write a survey report on destruction of flood in Northern Areas.**

June 5, 2019

To The Chairman,  
Natural Disaster Management Authority,  
(City) A B C

From A survey Reporter

**Subject: Report on Flood in Northern Areas**

Respected Sir,

The report is submitted to you in response to your letter number FD/2010/07 dated July 12, 2018.

I have recently visited the flood hit areas. It was impossible for me to visit the area by road. I flew in a helicopter with some army officials. It was a rescue helicopter set to provide relief to the people of Northern Areas.

Almost the whole area was under flood water. The houses, bazaars, and everything in the area has turned to nothing. There are no more houses to live in after the flood, the people have now started moving back. But they are under the vast sky, with no flood and nothing else. Our helicopter dropped flood bags and equipments for installing tents. Many rescue teams and NGOs have reached the area, but due to destruction of roads they are facing a lot of difficulties.

In the light of the above finding, I recommend the following measures

1. Arrangements should be made on emergency basis
2. A relief camp should be founded and the government should allocate special fund for the purpose

3. Rehabilitation process should be quicken and all possible resources should be utilized

The report is submitted for further action please.

Yours sincerely,  
(Name X.Y.Z.)

- Q.13 Suppose you are an education officer. A senior officer has asked you to prepare a report on schools and their condition in rural areas.**

20<sup>th</sup> June, 2019

To: Director Education,  
(City): A. B. C.

From: Education District Officer

**Subject: Report on Rural Schools**

Respected Sir,

In response to your letter no.102/30 dated May 25, 2018. I have visited the schools of rural area of X.Y.Z. That is a small village. Most of the people are poor, but they have a quest to educate their youth. There are three middle and one high school in the area. The condition of the school is miserable. There are no rooms, no furniture, even no teachers. In the high school, no science labs exist. Students are facing a lot of problems. The girls are in more trouble than the boys. They do not have separate school. Most of them drop their education after passing middle standard examination.

In light of the above, I have following recommendations.

1. All middle schools in the locality should be upgraded to high schools.
2. One separate high school for girls should be opened.
3. Well qualified teachers should be made available.
4. Science labs should be established in all schools.

This report is submitted for further action please.

Yours truly,  
(Name X.Y.Z.)

- Q.14 Suppose you are a journalist. Write a report on role of media.**

20<sup>th</sup> August, 2019

To: The Editor, the ABC News,  
(City) A. B. C.

From: A Journalist

**Subject: Role of Media**

Respected Sir,

For last few years, the media has emerged as a very powerful pillar of the state. Both, the print and the electronic media, are playing a very vital role in society. An awareness is being created in society through media. There was a time, when people did not know about their rights and were exploited. But today, even an uneducated man is well aware of his rights, about what is happening in our country, about happenings in the world. In the regard, media had been positive.

Along with this, there is another very important thing to be noticed. Sometimes, media goes beyond limits. Every time media remains pin pointing the negative things but does not appreciate the positive things. Which creates a bad image of our country in the world?

It is a national duty of our media to play a positive role, work for prosperity and goodwill of the country.

Yours truly,  
(Name X.Y.Z.)

**Q.15 Suppose you are a librarian. The principal asked you to submit a report on the condition of library.**

July 31, 2019

To The principal,  
Model College,  
(City) A. B. C

From The Librarian

**Subject: College Library and its Condition**

Respected Sir,

This report is in response to your letter no 2010/08 dated July 10, 2018, in which you directed me to inspect library completely and give detailed report.

The college library consists of a big hall. As with the passage of time, the number of students has increased, but the library had not been updated for last many years. The one big hall is not enough for our students. The hall has few tables and chairs. But most of them are broken and not suitable for use.

When someone enters the hall, he looks for a catalogue or list of books in proper arrangement. Unfortunately, no catalogue is available in the library. The books on different subjects are placed separately in each big shelf, but their arrangement concerning the topics and authors is not appropriate. It is very difficult to find a book on a topic.

Secondly, new books are least available. The newspaper and magazine section is not properly arranged as well.

In light of the above-mentioned condition, I suggest you the following:

1. The library should be expanded; more space needs to be added.
2. Furniture needs to be replaced with a new one.
3. Catalogue should be made available to facilitate the users of the library.
4. It would be better to update all sections and computerize the library system.

The report is submitted for necessary action, please.

Yours truly,  
(Name X.Y.Z.)

**Q.16 Write a Report on rising prices during month of Ramdhan.**

June 10, 2019

To The Director,  
Price Control Authority,  
(City) A. B. C

From Inspector Price Control Authority

**Subject: Issue of Rising Prices during the Holy Month of Ramdhan**

Respected Sir,

In compliance with your instructions issued via letter No 1360/20 dated May 20, 2018, regarding the issue of rising prices, I have made survey of the surrounding local markets along with food inspector. My findings are following:

I made surprise visits to the major business centers of the city. I have come to know that there is a little control of the authorities, in connection to the price. Especially in the afternoons when everybody is in a hurry owing to fasting. In such moments of rush, the shopkeeper overcharges the customers.

Price lists are not being displayed and every shopkeeper sells goods on their own price.

The situation is worsening day by day. This situation is creating a lot of

difficulties for the people with low income

I suggest you the following steps to be taken in this regard

1. It is suggested that committees be formed in order to raid the markets and heavy fines should be charged
2. The supply of goods should be made easy and the hoarders and black marketers should be punished
3. Special for low income group of people, selling the daily items on lower prices

This report is submitted for further action please

Yours truly,  
(Name X.Y.Z.)

**Q.17 Write a report on the condition of roads and drainage in your city.**

June 10, 2019

To: The Sectary,  
Road and Transport Authority,  
(City): A. B. C

From: A.B.C Staff Reporter

**Subject: Condition of Roads and Drainage**

Respected Sir

This report is based on a survey which was conducted last month. The survey was conducted in the main city. As most of the markets and business centers are located in this area and it remains crowded most of the time. The roads and lanes leading to this area remains busy and heavily loaded with traffic. Unfortunately most parts of these roads are broken and uneven. It is impossible for vehicles and vans to move at an appropriate speed. Ultimately, rush is created and traffic remains jam for hours no maintenance work has been done for years.

The drainage condition is worse than the roads. The gutters overflowing with dirty water spreads on the roads and creates a lot of smell for the pedestrians. The sanitary staffs have never bothered to pay heed to the area. The diseases are being broken out in the area

In light of the above conditions, I suggest the following steps to be taken urgently

1. Roads should be repaired on emergency basis
2. New underground drain pipes should be installed.

The report is submitted for urgent action please.

Yours truly,  
(Name X.Y.Z.)

**Q.18 Suppose you recently travelled from abroad. Write a report on the performance of Civil Aviation Authority staff.**

June 20, 2019

To: The Director General,  
CAA Islamabad,  
(City): A. B. C

From: A.B.C. Reporter/ Worker

**Subject: Performance of Staff of CAA**

Respected Sir,

Many a times, I had a chance to travel abroad. As compared to the civilized countries of the world, the facilities at the airport are inadequate. I want to share some of them with you. There is no parking facility for the visitors; moreover, each

individual has to pay to enter the airport, which is not just.

The behavior of the staff members had not been appropriate. They demand higher payments than the prescribed. The ticket counters were not behaving well as well. The staff here had not been cooperating and were delaying and wasting the time of passengers.

In the waiting hall, there were few attendants and they had been engaged in their own talking. They pay no attention to the passengers.

There is no doubt that some members had been very active, but it is recommended that lazy workers should be warned and if they do not improve, they should be dismissed from the job.

Yours truly,  
(Name X.Y.Z.)

**Q.19 Suppose you are a journalist. Write a report on law and order situation in your area.**

June 5, 2019

To: The Senior Superintendent of Police,

From: News Reporter X.Y.Z.

**Subject: Law and Order Situation**

Respected Sir,

It is a matter of great worry for the law enforcement agencies that many incidents of theft, robbery and decoity had been noticed in our area. A few cases of armed fighting had also been reported. Here are few incidents.

1. On Monday two motorcyclist snatched purse from a lady in broad day light.
2. On Friday night, Thiers broke into the house of a businessman and looted his house at gun point.
3. On Sunday, the 31<sup>st</sup> May 2019, three dacoits tried to loot a big general store. On resistance, the owner was badly injured. Cash amount of almost three lac was taken away by the robbers.

Above are some of the major incidents. Many more remain unnoticed.

I have reached the conclusion that police is inactive in the area.

It is suggested to increase the number of police mobile van should pass through the Maxon Street during the midday and at night. All possible efforts should be made to overcome the situation.

The report is submitted for further action please.

Yours truly,  
(Name X.Y.Z.)

**Q.20 Write a Report on corruption in Government Departments.**

June 03, 2019

To: The Director General,  
Anti-Corruption Department,  
(City): A. B. C.

From: ABC Social Welfare Department

**Subject: Corruption in Government Departments**

Respected Sir,

Corruption has deeply rooted in our society. But most of the government departments have gone beyond limits in this regard. One of our correspondents recently visited some of the government departments. Following are the findings.

First of all, the lower staff and the clerks look for some kind of favor. They complain that their salaries are low and thus justify their action secondly, the high officers

have also their own way of doing corruption. Therefore, it is understood that lower salaries is just a lame excuse.

In the light of above, following recommendations are made:

1. Anti-Corruption Department should be made active and honest and bold officers should be deployed.
2. Hard punishment should be inflicted on those who are involved in any kind of corruption.

The report is submitted for necessary action.

Yours Truly,  
(Name X.Y.Z.)

**Q21. Write a Report on Beggars in your City.**

June 10, 2019

To: The Department of Social Welfare,  
(City) A. B. C

From: A. B. C Staff Reporter

**Subject: Beggars in the City**

Respected Sir,

It is quite alarming to know that numbers of beggars is increasing day by day in the city. With the passage of time, the situation is coarsening. The authorities are paying no attention to this serious issue. The beggars are of three types. Able-bodied, who can work and earn, but unluckily come into the profession of beggary.

The second are disabled or handicapped, who cannot work due to any physical disability.

The third categories of beggars are children-beggars. Most of children are the kids of those who are already in the profession few are the new comers. The curse of beggary can be eradicated from the society.

Media can play a vital role to discourage this profession those who are not physically handicapped, should be given jobs and those who are disabled, they should be shifted in some special house, where they should be kept and taken care of.

Police should play an active role and no one should be allowed to beg. The NGOs and social Welfare Departments can play their role in this regard.

Yours truly,  
(Name X.Y.Z.)

**Q22. Suppose you are a member of the earthquake hit area inspection team. Write a report on the rehabilitation work in progress in those areas. Your report should cover the following aspects. To the Editor Daily Dawn.**

- (i) Approximate number of casualties and destruction of houses.
- (ii) Progress of the rehabilitation work being carried out by different NGOs.
- (iii) Medical helps being provided to the effectees.

February 10, 2019

TO: The Editor  
The Daily Dawn  
(City) A. B. C

**Subject: Report on Rehabilitation work**

Respected Sir

The report is submitted to you on rehabilitation work in progress in earthquake hit areas. As the earthquake was very severe and affected a large area. The number of casualties is not yet fully known. An initial figure shown is five thousand. But it is just an initial figure. There are a large number of houses which has been destroyed. An initial estimate shows more than one thousand houses. Soon after the earthquake, many national and international NGOs reached the area and started their rescue work. These NGOs are providing foods and taking the injured to the hospitals. Many medical teams, including Pakistan Army have reached the area and started rescuing the people. The work is in progress but still there is need to do more. Radical steps are needed to be taken by government.

Yours truly,  
(Name X.Y.Z.)

**Q.23 Suppose you work as a staff reporter for a newspaper. Write a survey report from the staff reporter to the editor about the situation concerning roads and drainage system in your town or city. Your report should cover the following aspects:**

- (i) Condition of roads and drainage system.
- (ii) Reasons for their poor conditions.
- (iii) Suggestions to improve the condition.

20<sup>th</sup> July, 2019

To The Editor  
X Y Z News  
(City) A. B. C

**Subject: Report on Conditions of road and Drainage System.**

Respected Sir

In response to your letter No. RP/2010/09, I along with my staff visited the city. I have completed my survey and found the following.

Most of the roads are in poor condition. Few were constructed and many are under construction. Many projects are pending. As far as drainage system is concerned that is not very good as well. Most of the places have poor and ill drainage system.

This is due to the negligence of the people. They throw garbage in drains and due to this it is blocked. The poor condition of the roads is because most of the projects of roads are pending due to political influences.

In the light of the above findings, I suggest the following measures.

1. People should be made aware of the use of drainage and not to throw garbage and shopping bags in drains.
2. The political influence should be minimized in the issues of public benefit. The accountability of the institutions must be made sure.
3. Roads and drains are public property, those who harm them must be punished and strict laws must be formed.

This report is submitted for perusal and action please.

Yours truly,  
(Name X.Y.Z.)

**Q.24** Suppose you are a newspaper reporter. Write a report to be submitted to the editor about polling in a particular constituency that you covered on the Election Day. Your report should focus on the following aspects:

- (i) Turnout of voters.
- (ii) Behavior of the polling staff
- (iii) Behavior of the supporters of different candidates

February 20, 2019

To: The Editor,  
X.Y.Z. News  
(City): A. B. C.

**Subject:** Report on Polling in NA-01.

Respected Sir,

The report is submitted to you about the polling in by Elections in National Assembly. The seat became vacant due to death of an MNA Mr. Khan. All preparations were completed in time.

On the Election Day, the polling started at fixed time. The time was fixed from 8 00 a.m. to 5 p.m. On that day, there had been little drizzling in the morning. The voters turnout was not good in the early hours. But after mid-day, there had been a large number of voters who turned to polling stations.

The behavior of the polling staff was very good. No unfavorable incident was noted. The polling had been going smoothly. Different candidates had been visiting polling stations and the supporters had also been with them. They had been raising slogan in favors of their favorite party. All was done in smooth manner. A large number of security personals had been deployed to deal with any unfavorable conditions.

Yours truly,  
(Name X.Y.Z.)

