



ARMY INSTITUTE OF EDUCATION

Plot M-1, Pocket P-5, Sec. CHI, Greater NOIDA

(Affiliated to GGSIP University, Delhi)

NAAC ACCREDITED & ISO 9000:2015 CERTIFIED INSTITUTE

WORKSHOP ON REPORT WRITING

A workshop on “**Report Writing**” was organized in AIE Greater Noida on 10 September 2018. The workshop was attended by 94 participants of B.Ed. Batch 2018-20. Convener of the workshop was Dr. Babita Bhardwaj, Asst. Prof. AIE.

The objective of the workshop was to make the student- teachers learn the report writing art of a particular event. This report summarizes key points from the workshop sessions which were focused on specific challenges, needs while preparing a report of any particular event in a creative way. The report also identifies some potential areas of cooperation and collaboration of different as well as creative ideas and team work among the participants.



To initiate the task, Dr. Bhardwaj gave the instructions about the report writing and then all the students were divided into fourteen groups of seven students each.

The first session focused primarily on collection of the newspapers and searching for the appropriate articles based on particular topics given to the students. Following topics were given to different groups:

1. Annual Day Celebration
2. Sport Day Celebration
3. Organization of Camp/Exhibition/ Orientation Day
4. Special Day Celebration
5. Miscellaneous



The workshop opened with an ice-breaker that required the participants to line up for the collection as well as selection of the newspaper as the given time for the whole workshop was just 2 hrs. Fourteen groups in a team of seven members were set to carry on group activity. They were provided with the coloured sheets, scissors, glue for the report writing. Then they started up with their work of searching for articles and making collages and collecting the content so as to prepare their report. The collection of the articles from newspaper was interesting and challenging as it wasn't easy to get the exact material for the report. At the end of the session, all the collages were made successfully. They were eye pleasing and were attached with the reports. Each group member gave presentation of their collage in front of the class and explained relevance of the group activity. They answered questions asked by Dr. Tania Gupta, Principal, AIE who appreciated their efforts immensely.



Being the part of the workshop, all had a great experience as everyone got to learn a lot about how to prepare a report and how to work as a team.