

UNIT III

REPORT WRITING

A report is a written presentation of factual information based on an investigation or research. Reports form the basis for solving problems or making decisions, often in the subjects of business and the sciences. The length of reports varies; there are short memorandum (memo) reports and long reports.

Types of Reports:

- Newspaper reports and general reports
- Reports of experiments and processes
- Official reports

An effective report must be:

- Clear, concise and accurate
- Easy for the audience to understand
- Appropriate for the audience
- Well organised with clear section headings.
- The verb in the headings of newspaper reports is either in simple present tense or in past participle form.
- Reports often include the opinions and statements by important persons, experts or those in authority.
- General reports are not as formal in style as those written for the newspaper.
- Reports of scientific experiments and cooking processes need to be focused on the procedure, rather than on the performer of the experiment, the verb appears in passive all through the report.
- Official reports are also referred to as 'survey reports'.
- Official reports, present facts clearly and concisely because they will be used to take decisions.
- An official letter must be accompanied by a formal covering letter.

Sample report

School Children Raise Funds for Local Charity

Frances Trackall, Education reporter

A small group of Year 5 students from Arkwood Primary School have created a brilliant plan to raise money for a local charity that assists people in the community. Following a visit to the school from a charity representative, the students set out to create a way of raising much needed funds.

The students presented the fund raising idea to school principal Mrs Justine Knight, who saw great potential in the plan to sell produce from the school's vegetable garden to local restaurants and, in turn, raise money for the local charity. She stated that 'the children have displayed a true sense of community in their fundraising plan.' Following a meeting with teachers, it is hoped that the students can begin to implement the four phase plan. 'The school would support students wholly in the fund raising venture,' Mrs Knight added.

The school plans to sell the garden produce to two local restaurants, beginning in early September. For more information on this fundraising plan, visit the Arkwood Primary School website.

REVIEW WRITING FOR BOOKS AND FILMS

Reviews describe, discuss and evaluate books, plays, films, television and radio programs. A review allows to judge things being discussed and expresses opinion on it.

REVIEW WRITING FOR BOOKS

A book review tells not only what a book is about, but also how successfully the book explains itself. A good book review is considered a commentary on the book not a summary of the book. Therefore, one should focus on giving his/her opinions and reflections on the book instead of providing a detailed description of the contents. An effective review should be educational, attractive and opinionated.

Purpose:

A book review is a snapshot of a newly published book to prospective readers, and it succinctly introduces the book content and expresses the reviewer's opinion about it. A good book review helps the readers to decide whether or not to read/ buy/recommend a book.

A good book review should have three components.

1. **An introductory paragraph:** It describes the main theme and contribution of the book in the field. Thus basically it explains what the book is about. It also describes the pertinent information about the author and what's his/her standing in the field.

2. **The body of the review:** It describes the key points of the book. It is the responsibility of a reviewer to avoid too much detail and discuss only few core points, and provide concrete evidence for assertions. In this section, few quotes or phrases can be used from the book to elucidate the reviewer's points.

3. **A conclusion:** In this section, reviewer critiques the book and point out the weaknesses and strengths in the use of evidence/s, the kind of provided evidence/s, and the inferences drawn. For concluding the write-up, the reviewer is required to sum up the ideas to provide the reader an outcome regarding the book.

Characteristics of a good review:

A good review has the following characteristics. It should:

- be unprejudiced, balanced and professionally written.
- provide constructive feedback.
- create interest among the prospective readers about the book.
- be written in simple language
- be specific
- not be very long because readers have limited time
- evaluate the book for its overall worth, thesis, and shortcomings if any.

A review provides the readers a view about author/s, purpose, content, and quality. A reviewer can mention the inadequacies present in the book but avoid appraising the book for not being something it was never envisioned to be.

Sample Book Review:

Kirkus Reviews reviews Ralph Ellison's *The Invisible Man*:

An extremely powerful story of a young Southern Negro, from his late high school days through three years of college to his life in Harlem.

His early training prepared him for a life of humility before white men, but through injustices- large and small, he came to realize that he was an "invisible man". People saw in him only a reflection of their preconceived ideas of what he was, denied his individuality, and ultimately did not see him at all. This theme, which has implications far beyond the obvious racial parallel, is skillfully handled. The incidents of the story are wholly absorbing. The boy's dismissal from college because of an innocent mistake, his shocked reaction to the anonymity of the North and to Harlem, his nightmare experiences on a one-day job in a paint factory and in the hospital, his lightning success as the Harlem leader of a communistic organization known as the Brotherhood, his involvement in black versus white and black versus black clashes and his disillusion and understanding of his invisibility- all climax naturally in scenes of violence and riot, followed by a retreat which is both literal and figurative. Parts of this experience may have been told before, but never with such freshness, intensity and power.

This is Ellison's first novel, but he has complete control of his story and his style. Watch it.

REVIEW WRITING FOR FILMS

The film review is a popular way for critics to assess a film's overall quality and determine whether they think the film is worth recommending. It is a short description of

a film, where the writer:

- provides details of the movie
- gives his/her opinion or recommendation of the film.
- Present tenses and a variety of adjectives are frequently used.

Writing a film review is a great way of expressing ones opinion of a movie. The purpose of most film reviews is to help readers in determining whether they want to watch, the movie or not. The review should give enough details about the movie that the reader can make an informed decision, without giving anyway any essentials such as the plot or any surprises.

Similar to the purpose of writing book reviews, movie reviews analyze the effectiveness of the plot, theme, acting, direction, special effects, musical effects, cinematography, and all other elements that created the movie.

The Structure of a Film Review:

- It consist of 3 different parts:
 - Introduction
 - Body
 - Conclusion

Introduction (1st paragraph)

It summarizes all the background information of the film. It may include references to the title, director, type of film (comedy, adventure, drama, etc.), setting (place and time), characters, etc.

Body: (it may contain two paragraphs)

It offers a summary of the plot focusing on the main aspects. It includes general comments on the plot, the development of the main characters, the acting, the direction, etc. But the end should not be revealed to the reader.

Conclusion (4th paragraph)

The writer provides a general assessment of the film, and his/her opinion about it. The writer recommends or does not recommend the movie. He/she should give reasons to support his/her opinion about the film.

General guidelines:

1. Watch a film with a critical eye. Write down the description of the most significant parts and details which you will include into your work.
2. Take note of information on the director, main characters, historical period used in this film, soundtrack, editing and camera work.
3. Write an outline with the main ideas you want to develop in each paragraph. Remember to include a topic sentence which summarizes the main idea of each paragraph.
4. Start writing the paper First draft. Be creative and use quite a lot of cinema-related vocabulary.
5. Edit and proofread your final review for grammatical, spelling mistakes. Avoid vocabulary repetition. Appropriate, language should be used. Ask a partner to read your film review to get some feedback before submitting your work.

SAMPLE FILM REVIEW

THE LION KING MOVIE REVIEW

TIMES OF INDIA

Sreeparna Sengupta, TNN, Jul 16, 2019, 12.06 PM IST

Story: When the royal lion cub, Simba is born to Queen Sarabi and King Mufasa, animals in the forest rejoice at having a new heir. But their joy is short-lived when Mufasa dies trying to save little Simba's life. Feeling guilty for being the cause of his father's death Simba runs away from the forest. And now his evil uncle Scar takes over the throne.

Review: 2019's The Lion King is a 'live action' remake of the 1994 original animation flick which went on to become an iconic film for all ages. Those who have watched the original Lion King will vouch for its strong emotional connect, rousing, heartbreaking moments that left a lasting impression and of course the legendary soundtrack and background score.

So does the 2019 version of Lion King match up? (In India, the film is releasing in four languages – English and also dubbed in Hindi, Tamil and Telegu.) The big draw of course of the Hindi dubbed version is actor Shah Rukh Khan as Mufasa and Aryan Khan as Simba. The father and son duo had earlier lent their voices to the Hindi dubbed version of The Incredibles in 2004.

2019's Lion King is a visual extravaganza to savor. Everything you see on screen is etched out with spellbinding detailing and the visual finesse gives way to near perfection. Some scenes especially ones with the fire flies in the night, open starlit skies and expansive views of the forest look stunning. Where the visual appeal falls short is in the expressions and emotions on the faces, especially the eyes of the animals which the animated version had got so right. So while you do feel sad when Mufasa is killed, you are not particularly moved to tears like with the original. And while Scar looks evil, he is not menacing. Also though the film is thirty minutes lengthier it pretty much remains an almost scene by scene copy of the 1994 version, losing its potential to surprise and intrigue further.

However, the principal voice cast is a delight – Shah Rukh Khan as Mufasa is captivating from the word go, Aryan Khan shines as the young Simba – capturing every emotion perfectly. The scene where Simba speaks to his father's reflection in the water, with Mufasa's voice emanating from the sky stands out as a whole – visually and otherwise. Ashish Vidyarthi as Scar is particularly good, his voice adding the required dimension to the character. Perhaps to contextualize and give it a local flavor Pumbaa (Sanjay Mishra) and Timon (Shreyas Talpade) speak in *tapori* hindi here – so there is a generous sprinkling of 'Bhai' 'Jhakaas' 'Apun' 'Bindass'. And the gang of hyenas speak in Bhojpuri. While it may connect with the audience and elucidate some laughs, it robs the classic film of some

of its original flavor.

Shreya Ghosal, Arman Malik and Sunayna Sarkar do a fine job with the Hindi renditions of the soundtrack. But for those who have reveled in the original 'Circle of Life', 'Can you feel the Love tonight' and 'Hakuna Matata' it may not match up totally. The background score by Hans Zimmer is one of the high points of the film.

For those who haven't seen the original, 'The Lion King'(2019) is certainly worth a watch for its gorgeous visuals and technical genius and one's catching it in Hindi will have Shah Rukh Khan and Aryan Khan adding their spark.
