**Report Writing**

Report writing covers a wide range of activity such as gathering news or information of something seen, heard or done which is likely to be of public interest and sending an account of the same for publication in news paper or through radio and Television broad cast. A Report must be tense and compact but clear, containing the maximum of facts in the minimum of words.

**A Report on sudden rise of essential commodities**

Examination Hall, May 07, 2020: Over the past fortnight there has been a sharp rise in the prices of essential commodities in the area. The prices of some food items have risen so high that the common people find it very difficult to maintain their day to day lives. Meanwhile a spokesperson of Food and Civil supplies Department has said here today that a committee has been constituted to enquire into the matter. He has also assured that this sudden price rise will be under control very soon.

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**A Report on Book Fair**

Examination Hall, May 07, 2020: A Book Fair organized by Rainbow Publications, Guwahati in association with St. Thomas convent school was held at Chandmari Playground, Guwahati from 28 December 2019 to 3 January 2020. The event was inaugurated by the former President of Asom Sahitya Sabha , Sri Homen Borgohain. Speaking on the occasion Sri Borgohain stressed the need of writing for the common people. He also urged all to generate the habit of reading among them. The noted journalist also referred to the large scale intrusion of the electronic mass media into the life of the people but said that despite such intrusion, there was no apprehension that the habit of book reading would be adversely affected. During the event several Lecture programmes on different topics were held. Several books written by famous writers were released in the Book Fair. A large number of book lovers attended the event every day.

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