

The Sydneian: a guide to writing reports

Due dates for reports

In general, reports on activities during the year are due two weeks before the end of Term IV. Reports should be submitted in an electronic form to the Editor of *The Sydneian* and should include a selection of photographs suitable for publication, if at all possible.

Sports reports and Debating reports are special cases. These must be completed at the conclusion of the respective season and sent directly to the Master-In-Charge of that activity.

- Summer sports reports are due at the end of Term I at the end of the summer season.
- Winter sports reports are due at the end of Term III at the end of the winter season.
- Debating reports are due at the end of Term III at the conclusion of debating for the year.

Masters-In-Charge are expected to collate the reports for their sport or activity and to ensure that they follow the style set out in this guide. They will then forward these collated reports, together with a selection of photographs suitable for publication, to the Sportsmaster's Secretary. It is particularly important that the names of boys be checked with great care so that they conform with the lists published in the School Diary.

Length

Reports are usually a maximum of 300 words in length.

Reports may be longer when writing about exceptionally successful teams, about complex, very extensive or unusual activities, or about major productions in drama and music.

Photographs

The inclusion of high-quality photographs is critical to the overall look-and-feel of *The Sydneian*. These photographs create a sense of the life and vitality of the School, particularly when a photograph focuses on the faces of particular individuals or groups of boys.

Photographs should be submitted in electronic form. File sizes for individual photographs must be large (greater than 1MB per image) because of the requirements for printing.

Style

The Sydneian is the School's official record. It is widely distributed and widely read. Reports are therefore aimed at a general readership and not at the particular members of a team, sport or activity.

Reports aim to capture the overall character of a team or activity and the atmosphere of matches and events. Particularly significant matches or events may be described in some detail, but there is no need to describe all matches in detail or offer a specific comment on every member of a team.

Humour may be included in reports for *The Sydneian*, but only if it is appropriate for publication (i.e. not directed at individuals, in good taste, and so on) and can be understood by a general audience (i.e. avoid in-jokes).

Things to note

End of season speeches are rarely suitable for publication without extensive alteration. Likewise, statements about particular achievements or efforts by individuals should be expressed in a restrained and relatively objective way.

The following things may be entirely appropriate in other contexts, but should be **strictly avoided** in reports for *The Sydneian*:

- Direct address (“you”)
- Exhortations (“Let’s do our best next year!”)
- Commiseration (“I’m sorry this was a tough season, boys, but you did your best.”)
- Predictions (“I’m sure that these boys will have great success next year.”)
- Thanks (“Thanks are due to ...”)

The last item is very common in sports reports. The idea here is that thanks should be expressed in person, not via the pages of *The Sydneian*. So do not write: “Thanks are due to Mr Bradman for his careful management of the team.” Write instead: “Mr Bradman managed the team carefully.”

Layout of reports

Reports in general

In group lists, the boys' names are listed alphabetically in the form *SURNAME Firstname*. Spelling of boys' names must follow the School Diary. Names of coaches and masters should always be written in the form: *Dr AD Stevens*. The author of the report should be given as (boys) *Angus Bishop (VI)* or (coaches and masters) *Dr AD Stevens*.

Use the following layout as a guide. When in doubt, consult the relevant section of a recent edition of *The Sydneian*.

Bands

This has been another exciting and successful year for the Band programme. The School now has four graded bands and this allows boys to be placed at a level where they feel comfortable with the demands of the music. Dr R Busan again led the Band programme and he was both enlightening and entertaining. Highlights of the year include the Bands Concert at College Street, a tour to Dubbo and the performance of Percy Grainger's *Children's March* in The New Hall.

Held in June, the Bands Concert was a wonderful night and provided all the boys with an occasion to perform and listen to each other. It was also a great opportunity for the younger bands, especially those from the preparatory schools, to be enthused by the sounds they could be making in a few years time.

On the first day of the winter holidays, the boys of Symphonic Winds jumped onto a bus bound for Dubbo. After a five-hour trip, they rehearsed for two days, and then, for the next five days, travelled around the Dubbo and Orange area, playing for a total of eleven primary schools, many of which had just started their own band programme. The tour was a grand success. Being met with such an enthusiastic response from their audiences, all the Grammar boys had a great time performing under Dr Busan's direction. We are still receiving positive and wonderful feedback from the various schools.

FJS Potter (V)

Sports reports

Teams are titled *First XV*, *First XI*, *Firsts* (for tennis and basketball), *16A*, *15B*, *13C* and so on. In the body of the report, use "the First XI", "the 16As", "the 13Bs", and so on. Boys' names are listed alphabetically in the form *SURNAME Firstname*. Spelling of boys' names must follow the School Diary. Team captains may be identified as (*captain*) or (*vice-captain*) directly after their names in the listing of boys. Names of coaches and masters should always be written in the form: *Dr AD Stevens*. The author of the report should be given as (boys) *Angus Bishop (VI)* or (coaches and masters) *Dr AD Stevens*.

Note that some sports have special conventions for the layout of their reports. When in doubt, consult a recent edition of *The Sydneian* for guidance.

- **Rowing:** Boys in a crew are listed in their Boat Order, from Bow to Cox, not alphabetically. Crews in the age groups are referred to by Year: e.g. *Year 8 Quads*, *Year 10 First VIII* and so on.

The following layout must be followed closely.

Third XI

BISHOP Angus, BUIS Alexander, GONSKI Thomas, LAI Rabul, LEWIS Aidan, PENKLIS Anthony (captain), PERRY Jack, POTTS Hallam, ROSENBERG Matthew, WILSON Andrew, YAP Elliot

Coach: Mr A Herring

The Third XI had a memorable season. The team played its cricket with consistent enthusiasm and good humor, no matter the score, and every week the boys showed a great deal of determination and fight against some strong competition.

Among the bowlers, Angus Bishop and Elliot Yap stood out, and among the batsmen, the captain Anthony Penklis and Thomas Gonski. The highlight of the season was defeating a strong team from The King's School on first innings when we were defending only 88 runs. The team's energy in the field was epitomised by wicketkeeper Jack Perry and Matthew Rosenberg.

The season was a success overall and every individual contributed at different stages. The boys always played the game in a positive spirit and this made it very enjoyable for everybody involved.

Mr A Herring

Miscellaneous notes on usage

Do not place fullstops after or between initials (write *JS Bach*, *J Keats*, *ST Coleridge*).

Avoid contracted forms (write *do not*, *will not* and so on, instead of *don't*, *won't* and so on).

Use the spelling conventions of British rather than American English. For example:

- programme
- defence (*noun*)
- defense (*verb*)

Refer to the School in one of these three ways:

- Sydney Grammar School
- Grammar
- School (*with a capital*)

Use roman numerals for School terms and roman numerals or full word forms for School year groups.

- Term I, Term II, Term III, Term IV
- Form I *or* First Form
- Form II *or* Second Form
- Form III *or* Third Form
- Form IV *or* Fourth Form
- Form V *or* Fifth Form
- Form VI *or* Sixth Form

Note the spelling and capitalisation of these roles within the School.

- Headmaster
- Housemaster
- the Trustees
- Master-In-Charge of (*not* MIC)
- Old Sydneian or Old Boy

Note the spelling of these locations around the School.

- Alastair Mackerras Theatre
- Big School
- Edmund Barton Room
- Palladium Theatre
- The New Hall
- Wallace King Room
- Weigall

Associations should be given in abbreviated forms.

- GPS *or* AAGPS
- CAS
- ISDA

The full name of a school should be used the first time it is listed in a report. Subsequent mentions can then follow the abbreviated forms.

- Ascham
- Barker College (*subsequently* Barker)
- Cranbrook School (*subsequently* Cranbrook)

- Hurlstone Agricultural College (*subsequently* Hurlstone Agricultural)
- Knox Grammar School (*subsequently* Knox)
- Monte Sant' Angelo Mercy College (*subsequently* Monte Sant' Angelo)
- Newington College (*subsequently* Newington)
- Oakhill College (*subsequently* Oakhill)
- Oxley College (*subsequently* Oxley)
- Reddam House (*subsequently* Reddam)
- SCEGGS Darlinghurst (*subsequently* SCEGGS)
- Shore
- St Aloysius' College (*subsequently* St Aloysius')
- St Augustine's College (*subsequently* St Augustine's)
- St Gregory's College (*subsequently* St Gregory's)
- St Ignatius' College (*subsequently* St Ignatius' or Riverview)
- St Joseph's College (*subsequently* St Joseph's)
- St Luke's Grammar School (*subsequently* St Luke's)
- St Patrick's College (*subsequently* St Patrick's)
- St Pius X College (*subsequently* St Pius)
- Sydney Boys High School (*subsequently* High)
- Sydney Girls High School (*subsequently* Sydney Girls)
- Tangara School (*subsequently* Tangara)
- The Armidale School (*subsequently* Armidale)
- The King's School (*subsequently* King's)
- The Scots College (*subsequently* Scots)
- Trinity Grammar School (*subsequently* Trinity)
- Waverley College (*subsequently* Waverley)
- Wenona