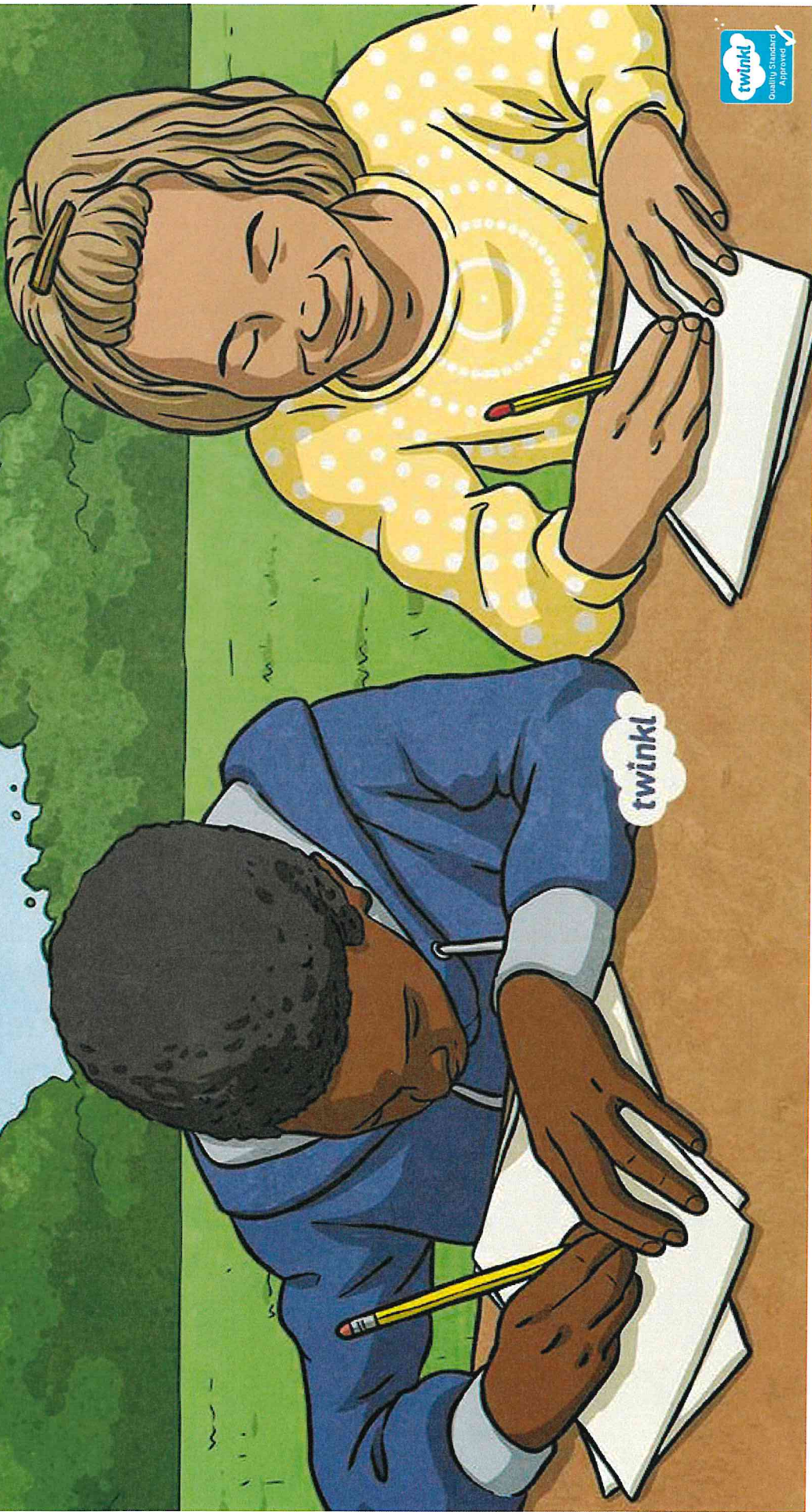
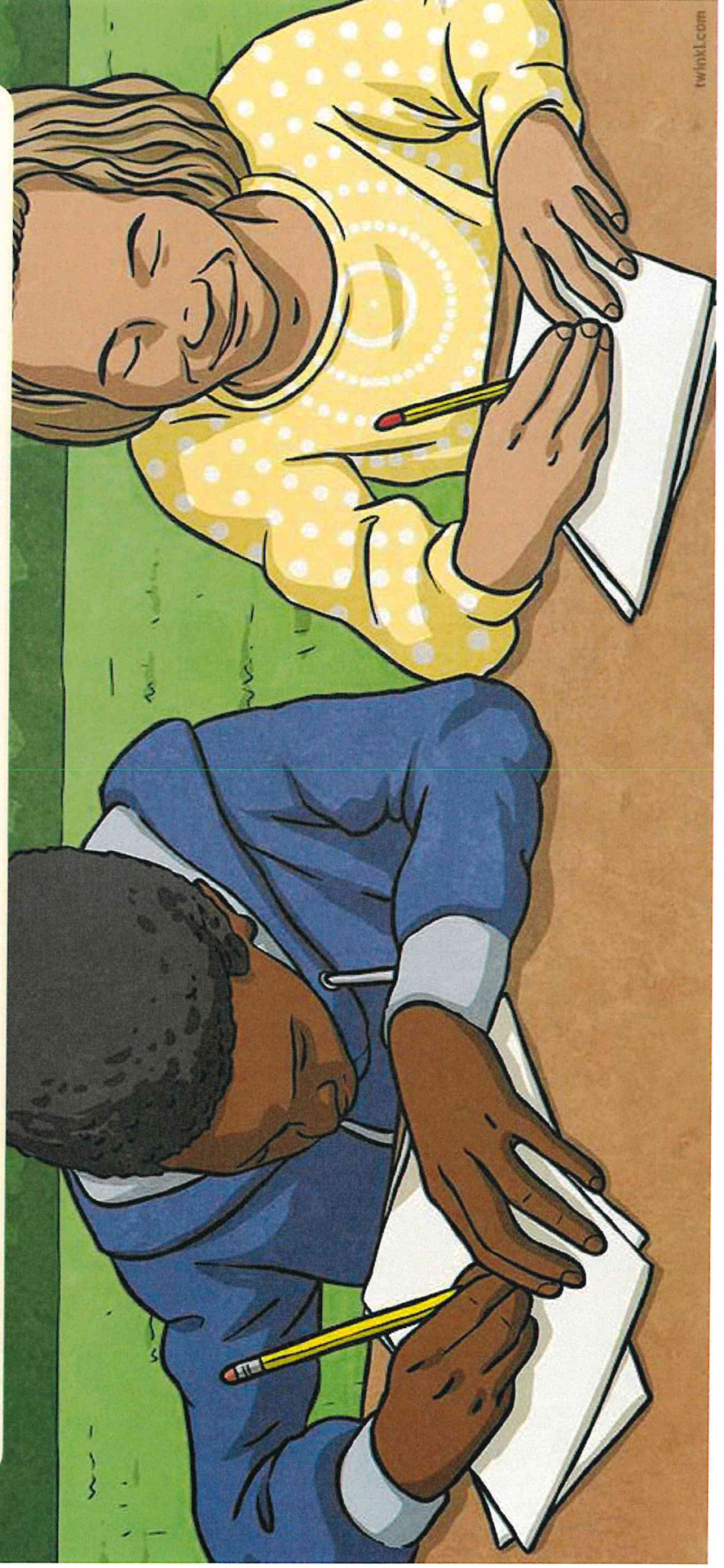


# Reports



# Purpose

- To describe something factual, the way things are and to tell you what something is or was.



# Structure

Opening statement - Introduce the information

Who are you writing about?

What is it or what is it used for?

Where is it found?

When is it found?

Description of topic or situation including some or all of its:

Qualities - Birds have feathers.

Parts and their functions - The beak is...

Habits or behaviours or uses - They build nests out



# Planning and Research

Planning and research is very important when writing a non-chronological report.

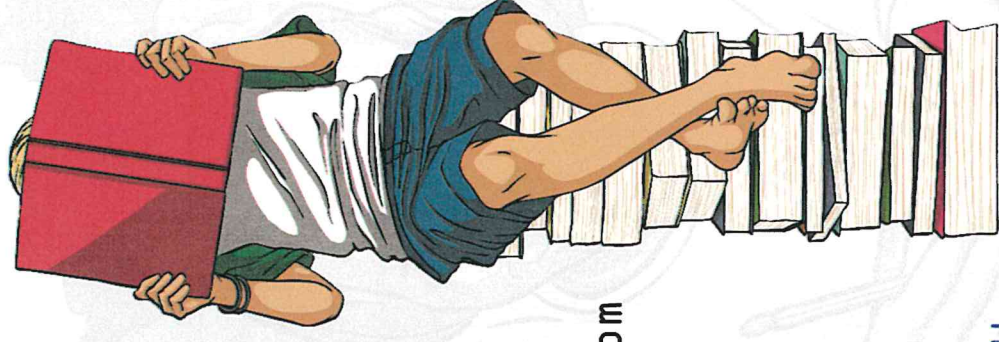
Use a range of resources to gather information.

It is helpful to write in note form while planning.

Plan what paragraphs are needed and what is going under them.

Select facts from a range of sources to interest the reader.

- Books
- Interviews
- Films and TV documentaries



# The Report

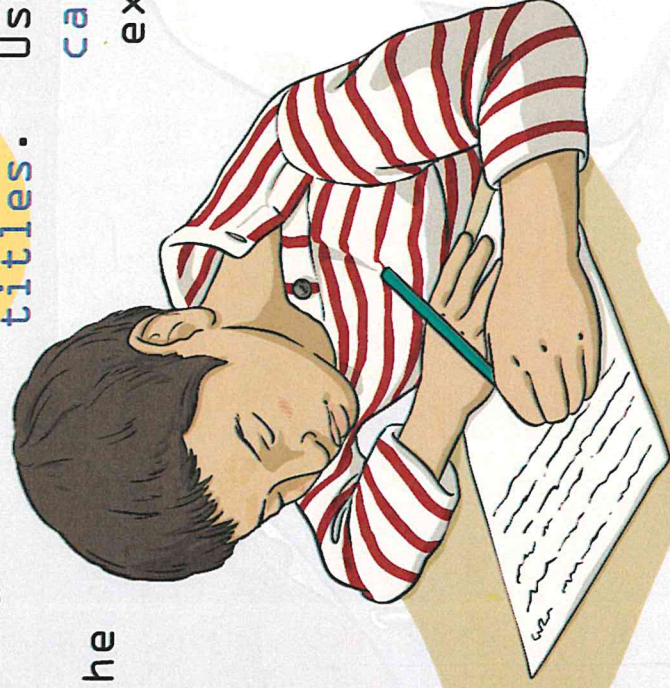
Write using short sentences - it makes it clear and gives more emphasis on the point.

Use simple clear titles.

Use diagrams and captions to help explain leading lines or interesting facts.

Tempt the reader using questions. Make them think.

Use headings and subheadings.



An illustration of a woman with dark, curly hair tied back, wearing a purple top and a yellow polka-dot skirt. She is holding a white document with black wavy lines representing text. The background is a stylized landscape with green hills and a blue sky with white clouds. A large blue circle is overlaid on the scene, containing text.

Finally, re-read.

Have you written a clear,  
factual, well organised report?

If so, well done!

