What could you write about?

History: all about the people, places and events in any period.

Science: all about animals; plants; the planets; materials.

Geography: about places; mountains; rivers; my locality; a contrasting locality; climatic regions; holiday brochures.

R.E.: guides to different faiths, festivals and traditions.

D and T: a report on a product or something that you have designed.

All about my hobby or sport.

Music: All about musical instruments
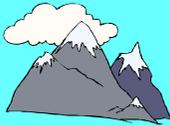
How could you present your report?

A leaflet just like this one!

A poster.

A zig-zag book.

A booklet.

With my friends in a class Big Book.

Using ICT to publish.

A Powerpoint presentation.

A multi-modal text, such as a spidergram, or in clouds, bubbles or boxes.

Like a page from an encyclopaedia.

A film—just like on TV!
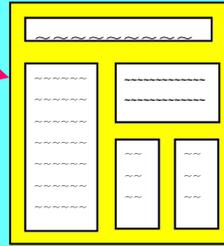
Report Checklist	
Have I used: ?????????????????????????????	
An introduction	☺
Language to describe my subject	☺
Technical words	☺
Paragraphs	☺
Catchy sub-headings	☺
Charts, diagrams and pictures	☺
Linked sentences	☺
Third person	☺
A summarising statement	☺

Produced by the Lancashire Literacy Team

All About Non-Chronological Reports and Information Texts
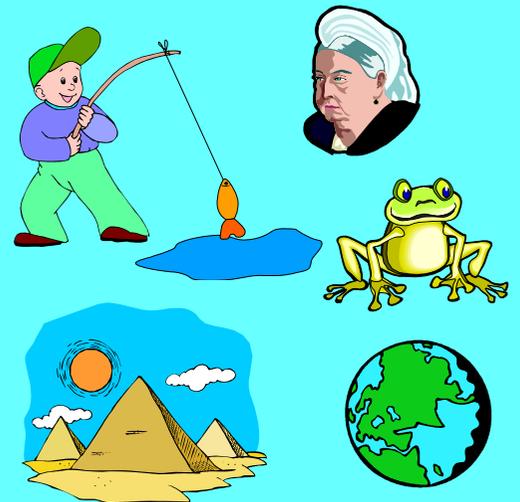
What is your report for?

To tell the reader all about your subject.

They will want to know:

- What it is or was;
- What it looks like or looked like;
- What it's made of
- If it's alive, where it lives, what it eats, its habits.

Who is your report for?

Are you writing for someone younger or someone your own age?

How will this affect the way you write and present your report?

The language to use.

- Present tense, or past tense if it's an historical report.

- The third person—although it's sometimes effective to address the reader—the second person, *you.*

- Technical language linked to your subject—you could add a glossary to your report.

Glossary ?

Picture ?

Introduction

Paragraph 4

Paragraph 1

Non Chronological Reports

Factfile ?

Paragraph 3

Paragraph 2

Diagram

Structure and Organisation

- Start with an introduction. Tell your reader what you are writing about. Give a general overview of your subject. Save the details until later.

- Non-chronological reports are not written in time order.

- Use sub-headings to tell the reader what is in the next part.

- Link your sentences together. Write a sentence about your subject. Give more details in the next sentence.

- Finish with a summarising statement.

Tricks of the trade!

- Try to think of catchy subheadings. Ask a question; use a pun; try a rhyme or alliteration, e.g. *Busy Bees; 'Space! There's plenty out there!'*

- Use labelled diagrams to present information simply and clearly.

- Include a fact file for all the interesting facts that don't quite fit in elsewhere.

- Plan using a spidergram or under subheadings.

- Collect information from as many sources as possible—use 'post-it' notes to write down what you have found out. You can re-arrange the 'post-its' to find the best order for the information.

- Add comments as if you were talking to your reader, e.g ' *The rainforest must be really hot and sticky!'.*

- Use a variety of sentences to present your information—simple ones for impact, e.g. *Victorian streets stank!;* more complex ones for detail, e.g.*Preparing for their journey to the afterlife, Egyptian pharaohs would be buried with all that they needed after their death.*