

Non-Chronological reports

(It is a report that gives information about a topic. It gives the reader facts about the topic)

- ❖ Opening paragraph/ Introduction - What is your report about?
- ❖ Sub-headings (a paragraph for each section- approximately 3) Begin with a general statement and then state details and specific facts.
- ❖ Use **facts** and **examples**
- ❖ Use **technical words**
- ❖ Diagrams, photographs (with captions) or facts
- ❖ Always write in **present tense**
- ❖ Always write in **3rd person**
- ❖ Write in a **formal style**
- ❖ Question the reader
- ❖ Conclusion - Sum up what you have written.

Don't forget that all reports need punctuation too!
Remember to vary your sentences and VCOP!