



# Non-Chronological Report

Purpose: To describe something factual, the way things are, tells 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 of twigs and sticks.**

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

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


It is helpful to **write in note form** while planning.

# Planning and Research

Use a range of resources to gather information.

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

- **Books**
- **Interviews**
- **Films and TV documentaries**



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


Use **headings** and **subheadings**.

# The Report

Tempt the reader using **questions**.  
Make them think.

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

Use simple **clear titles**.



Finally, re-read.

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

If so, well done!

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