

An illustration of a classroom. A teacher with dark hair, wearing a light blue button-down shirt, stands on the right holding a green clipboard and a pencil. In the foreground, two young girls are seated at an orange table, writing in notebooks. One girl is wearing a yellow shirt and glasses, and the other is wearing a green cardigan. A green tray with colored pencils sits on the table. In the background, there are yellow chairs, a whiteboard with a drawing of a person, a clock on the wall, and a window with a white blind. The scene is brightly lit with yellow walls and a ceiling light fixture.

# 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.

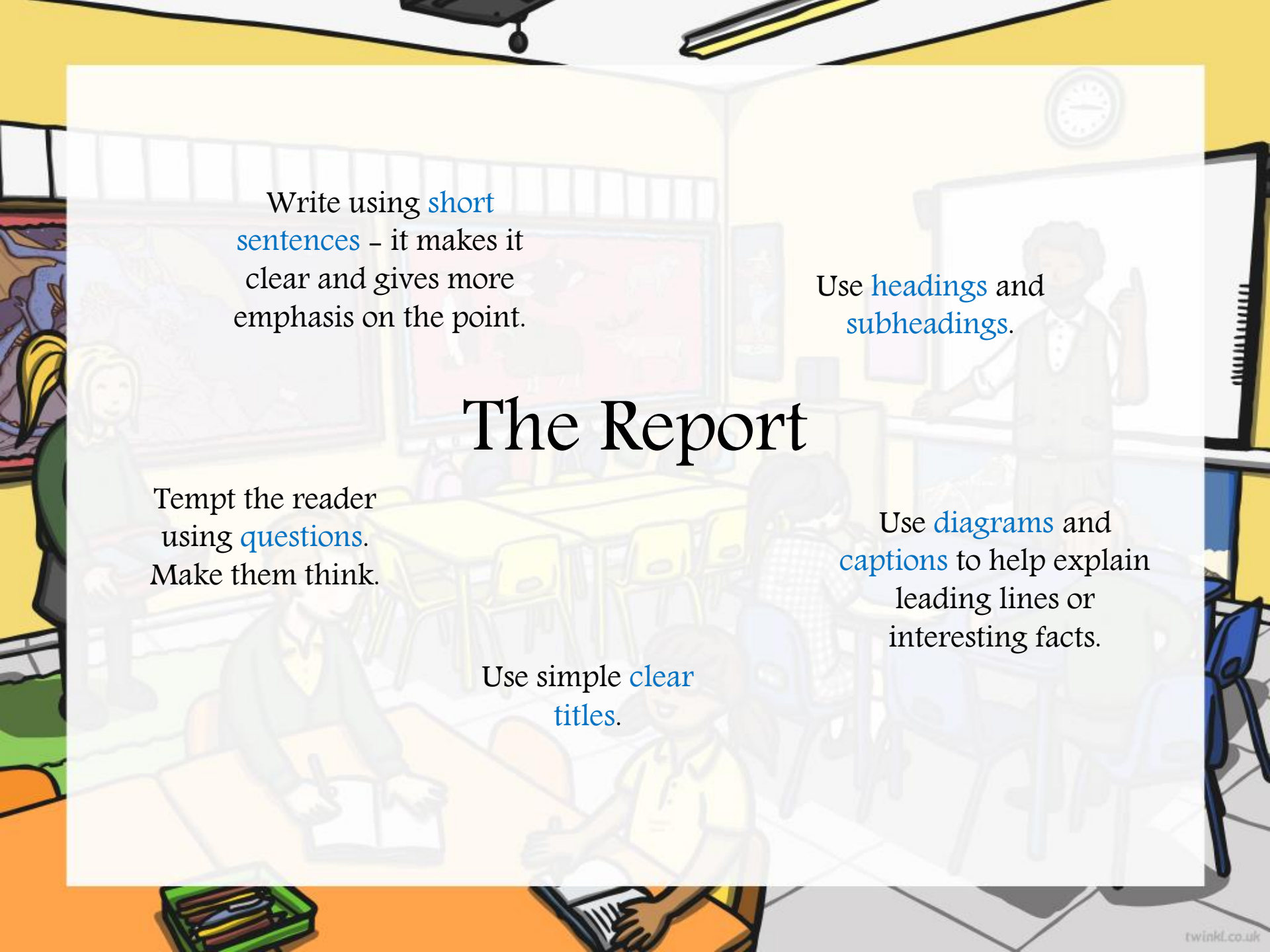
It is helpful to **write in note form** while planning.

# 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.

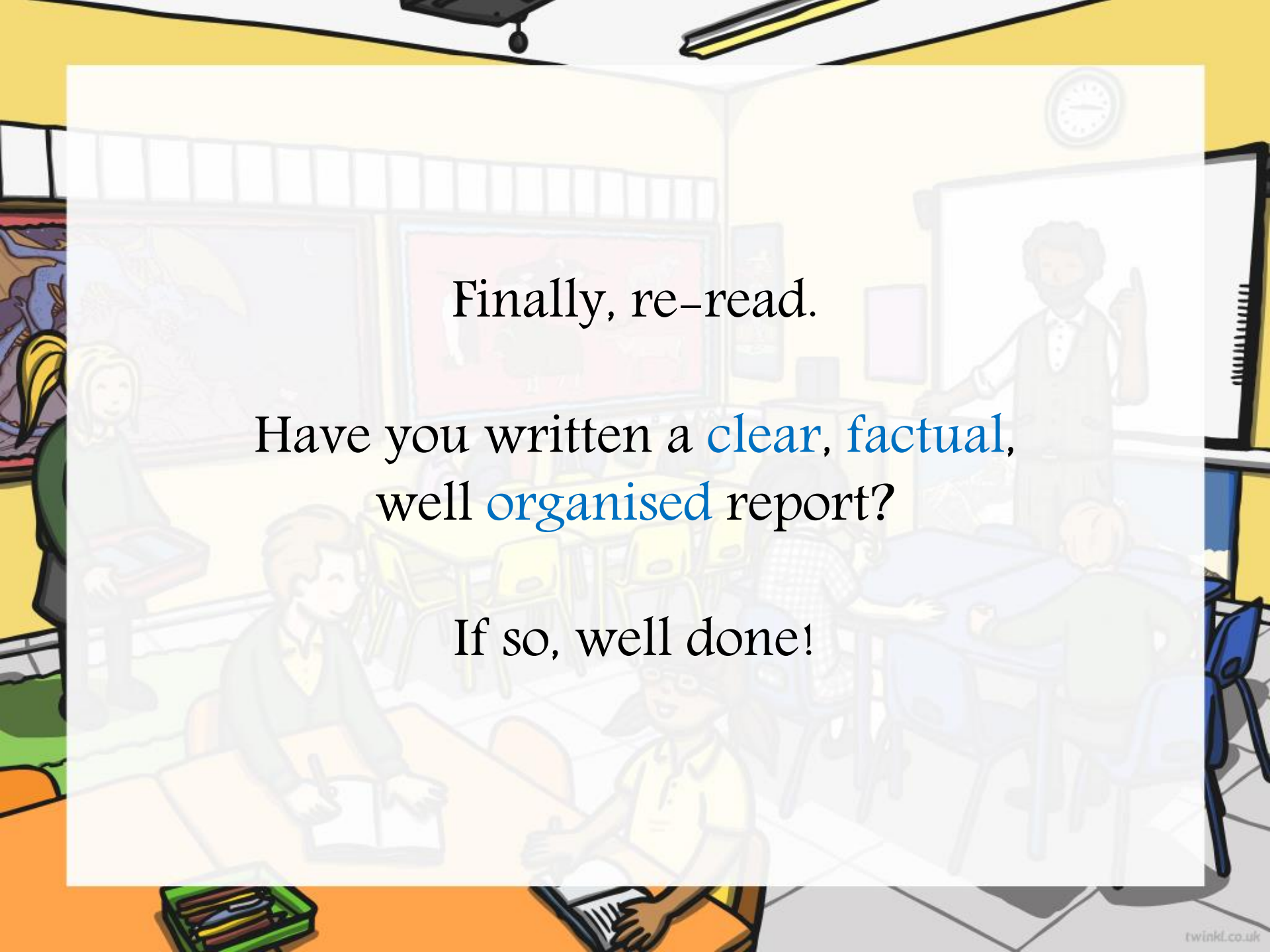
Use **headings** and **subheadings**.

# 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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