

## A Guide to Writing Non-chronological reports (Information Reports)

Non Chronological reports give the reader factual information about a specific topic e.g. A report on Garden Insects. You may be asked to compare to things in a report e.g. What is it like in the juniors? (This would require a comparison with the infants.)

Think carefully about what your report is about. You will have to include lots of information in your report, so decide what the important aspects are. For example, a report on a type of animal may have paragraphs on what it looks like, where it lives, what they can do that is special, how people react to them etc. A report on the Victorians could have paragraphs on clothing, transport, Queen Victoria, ways in which the Victorians have affected our lives.

Non Chronological reports should include:

- ✓ A title. Tell the reader what your report is about.
- ✓ An Introduction. Tell the reader a little bit of background information about the subject. (Don't go into too much detail -save that for the main paragraphs.)
- ✓ The main paragraphs. Write a paragraph on each of the main points that you want to tell the reader about. Try to make the report as interesting and detailed as possible. Make sure you include a paragraph that tells the reader what is so special about this subject/animal/game etc.
- ✓ A summary. Sum up your report by reminding the reader of the main points of your report. What are the main things that you want them to remember.

If you are asked to compare two different things in your report you need to think carefully about all of the similarities (things that are the same) and differences (things that are different) between the two things. In your main paragraphs you will explain the similarities and differences in as much detail as you can.