

# How to write a **Non-Chronological Report**

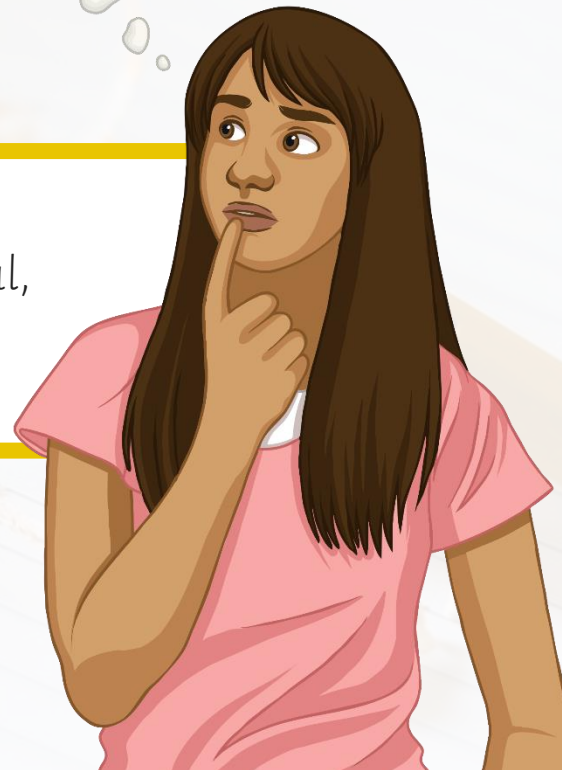
A yellow pencil with a silver sharpener and wood shavings on a lined notebook page.

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# 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

Use a range of resources to gather information.

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

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



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

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

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



# The Report

- Use **headings** and **sub headings**.
- Use simple **clear titles**.
- Tempt the reader using **questions**. Make them think.
- Write using **short sentences**, it makes it clear and gives more emphasis on the point.
- Use **diagrams** and **captions** to help explain leading lines or interesting facts.



# Finally re-read.



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