

Features of a Non-Chronological Report

A topic title which covers the whole subject

A brief introduction paragraph which gives a who/what/where overview

Information grouped into paragraphs, which may include subheadings

Some information contained in fact boxes and bullet point lists

Individual points supported by extra detail, examples or evidence

Present tense verbs

Third person pronouns and a formal tone

Images with captions

Diagrams and labels

Technical vocabulary in bold with a glossary