

# Non-chronological / Report

**Purpose:** To describe the way things are.

**Structure:** Opening contains a general classification, eg *Sparrows are birds.*

Technical classification (optional), eg *Their Latin name is...*

Description of the phenomenon, including some or all of its:

- qualities, eg *Birds have feathers.*
- parts and their function, eg *The beak is...*
- habits/behaviour or uses, eg *They nest in...*

**Features:** Present tense, eg *they nest*  
Non-chronological

## Writer's Knowledge:

- Plan under paragraph headings in note form.
- Use a range of resources to gather information.
- Select facts from a range of sources to interest the reader, eg books, CD-ROMs, interviews.
- Maybe use a question in the title to intrigue the reader, eg *Yetis - do they exist?*
- Be clear, so that you do not muddle the reader.
- Open by explaining very clearly what you are writing about.
- Use tables, pictures and diagrams to add more information.
- Possibly end by relating the subject to the reader, eg *Many people like whales...*
- Reports are factual but you can add comments or questions to draw in the reader.

**Finally, re-read as if you knew nothing about the subject to check that you have put the information across successfully.**