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.

Adapted from The National Literacy Strategy Grammar for Writing p154/5