

Report Writing with Ellie the Elephant

Learning objective: To understand the process of writing a report and to identify the key features of a report

Read the passage and answer the questions that follow.

Ellie the Elephant was on a mission to write a report about her exciting trip to the savannah. First, she wrote an introduction to tell her friends about the purpose of her trip. 'I went to the savannah to learn about the different animals that live there,' she wrote. Next, she listed the main points of her trip in separate paragraphs. She wrote about the delicious plants she ate, the cool water she drank, and the fascinating friends she met. Finally, she concluded her report by summarising the most important things she learned. 'The savannah is a wonderful place filled with amazing animals and exciting experiences,' she wrote. Ellie was very proud of her report and couldn't wait to share it with her friends.

Word bank: report · introduction · main points · conclusion · verb · adjective

1. What was the purpose of Ellie's trip to the savannah? (1 mark)

2. What are the three main points that Ellie listed in her report? (2 marks)

3. What does Ellie's report suggest about the savannah? (2 marks)

4. Do you think Ellie's report is well-organised? Why or why not? (2 marks)

Draw: Draw a picture of Ellie writing her report. Include her desk, pen, and the savannah in the background.



Extension challenge: Write your own report about a trip you have taken. Be sure to include an introduction, main points, and a conclusion.