

Mastering the Non-Chronological Report

Learning objective: To understand the features, structure, and formal language required to write an effective non-chronological report.

Use these flashcards to revise the key features of report writing. Read the front, test your memory, then check the answer on the back.

What is the primary purpose of a non-chronological report?

To provide factual information about a specific topic without being restricted by the order in which events happened.

Which grammatical person should you use when writing a formal report?

The third person (e.g., 'it', 'they', 'the animal'), avoiding personal pronouns like 'I' or 'you'.

What is the role of a sub-heading?

To organise information into logical sections, making it easier for the reader to navigate the text.

True or False: A non-chronological report should be written in the past tense.

False. Reports are usually written in the present tense because they describe facts that are generally true.

Define 'technical vocabulary'.

Specialist words related to a specific subject, such as 'habitat' in a report about animals or 'orbit' in a report about space.

Why are paragraphs essential in a report?

They group related facts together, ensuring that the information flows clearly and is easy to digest.

Explain the importance of a 'Classification' section.

It helps the reader understand the group or category to which the subject belongs, such as defining if an animal is a mammal or a reptile.

What is a 'Formal Tone'?

A style of writing that is objective and professional, avoiding slang, contractions (like 'don't'), and overly emotional language.

What is the function of a 'Did you know?' or 'Interesting Fact' box?

To engage the reader and highlight particularly surprising or memorable information about the subject.

Why might a writer include a comparison in their report?

To help the reader understand the subject better by highlighting similarities or differences between the subject and something else familiar.

What is the purpose of an introductory paragraph?

To define the subject and provide a general overview that hooks the reader's interest before diving into specific details.

Justify why a writer might choose to use bullet points in a report.

To present lists of information, such as characteristics or equipment, clearly and concisely to avoid long, repetitive sentences.