

# Reporting on the Wonders of the World with Max the Monkey

*Learning objective: To identify the key features of a non-chronological report and understand how to structure factual information effectively.*

Help Max the Monkey organise his field notes! Read the questions carefully and use your knowledge of report writing to solve these puzzles.

Answer Key: 1.C, 2.True, 3.False, 4.Subheading, 5.B, 6.Introduction, 7.Glossary, 8.True, 9.Third person (or he/she/it/they), 10.B. Greater Depth Explanations: Q11. Reports need to be objective; Q12. Subheadings help the reader scan for specific information; Q13. Formal tone ensures the facts are taken seriously.

*Word bank: Subheading · Fact · Paragraph · Glossary · Introduction · Formal · Caption · Layout*

**1. 1. Which of these is a key feature of a non-chronological report? A) A recipe, B) Rhyming verses, C) Subheadings\*, D) A diary entry (1 mark)**

**2. 2. True or False: Non-chronological reports should be written in the present tense. (1 mark)**

**3. 3. True or False: A non-chronological report uses an informal, chatty tone with lots of exclamation marks. (1 mark)**

**4. 4. What do we call the short titles used to break up text and introduce a new topic? (1 word) (1 mark)**

**5. 5. Where would you find a definition of difficult words in a report? A) In the title, B) In the glossary\*, C) On the front cover, D) In the conclusion (1 mark)**

**6. 6. Which part of the report gives the reader a brief overview of what the subject is? (1 word) (1 mark)**

**7. 7. What is the name for the text that appears under a photograph to explain what is happening? (1 word) (1 mark)**

**8. 8. True or False: Non-chronological reports present information about a topic rather than telling a story. (1 mark)**

**9. 9. Reports are usually written in the first person ('I') or the third person? (1 word) (1 mark)**

**10. 10. Why do reports include images or diagrams? A) To make the page look pretty, B) To help the reader visualise the information\*, C) Because there isn't enough to write about, D) To take up space (1 mark)**

**Draw: Draw a layout for a report about a 'Space-faring Monkey'. Include space for a title, a picture with a caption, and two distinct subheadings.**



*Extension challenge: Greater Depth Challenges: 1. Explain why it is important for a report to be organised into paragraphs rather than one long block of text. 2. Compare and contrast a recount (like a diary) with a report; how does the purpose change the language used? 3. Justify your answer: Why should a report avoid using personal opinions like 'I think' or 'I feel'? 4. What might happen if a writer forgot to include a glossary in a report filled with scientific terminology? 5. Draft a short, formal introduction paragraph for a report about 'The Life Cycle of a Honeybee'. 6. Imagine Max wants to charge £2 per copy of his report. If he sells 15 copies, how much money will he have raised for his jungle library?*