

The Report Architect: Structuring Non-Chronological Reports

Learning objective: To understand the structural features of a non-chronological report and organise information into appropriate sub-headings and paragraphs.

Max the monkey is helping the forest animals write an encyclopaedia, but he has mixed up all his notes! Your task is to act as the 'Report Architect'. Read the jumbled information pieces provided below and sort them into the correct sections of a report about 'The Magnificent Mountain Gorilla'. Use the correct sub-headings to categorise the facts and ensure each paragraph follows a logical flow.

Word bank: Introduction · Habitat · Diet and Nutrition · Fascinating Facts · Classification · Conservation Status

1. 1. Using the word bank, create a structure for your report. Place the following facts under the most suitable sub-heading: 'They live in the high-altitude forests of central Africa', 'Gorillas are herbivores, eating leaves, shoots, and fruit', 'They are classified as mammals', 'These primates share 98% of their DNA with humans', 'They are currently listed as critically endangered'. (6 marks)

2. 2. Explain why it is important for a non-chronological report to use sub-headings rather than writing all the information in one long paragraph. (3 marks)

3. 3. If you were writing a section called 'Diet and Nutrition', justify why you would include a description of their teeth structure alongside the food they eat. (3 marks)

4. 4. Compare and contrast: How might the information in a 'Habitat' section differ from an 'Introduction' section? (3 marks)

5. 5. What might happen if a writer included an opinion, such as 'I think gorillas are the most beautiful animals', in a non-chronological report? Is this appropriate for a formal report? Justify your answer. (4 marks)

6. 6. Design a 'Did You Know?' text box for the 'Fascinating Facts' section. Write two interesting, formal facts about the mountain gorilla that would engage a reader. (4 marks)

Draw: Draw a labelled diagram showing a mountain gorilla in its natural forest environment. Ensure your labels use formal, scientific language (e.g., 'foliage', 'dense vegetation', 'primate') rather than descriptive, story-book language.



Extension challenge: Research a different animal and draft a professional introduction for a report. Use a formal tone, avoid first-person pronouns (like 'I' or 'we'), and include a 'Technical Vocabulary' list at the bottom of your page defining three complex terms you used in your writing.