

Mastering the Non-Chronological Report

Become a Fact-Finder: Crafting Clear and Captivating Reports!

- **What is the primary purpose of using sub-headings in a report?** They help the reader navigate and locate specific information quickly.
- **Why should a report be written in the third person?** Using 'it', 'they', or 'the animal' keeps the tone objective, professional, and focused on the facts.
- **How do technical vocabulary and a glossary support the reader?** They explain complex terms, ensuring the reader fully understands the subject matter.
- **Why is the present tense used in non-chronological reports?** Facts about a subject, such as how a volcano erupts or how a bee pollinates, remain true regardless of when the report is read.
- **What is the role of visual aids like diagrams and captions?** They provide a clear, visual representation of the subject to enhance the reader's understanding.

Did you know? Did you know that a non-chronological report does not have to be read from start to finish? Because the information is organised by topic rather than time, a reader can skip straight to the section they find most interesting!

Key vocabulary: Sub-heading · Classification · Formal tone · Present tense · Factual · Third person · Glossary · Captions