

Mastering Non-Chronological Reports

Learning objective: To identify and understand the key structural and language features of a non-chronological report.

Read the front of each flashcard to test your knowledge of non-chronological report writing. Flip the card to check if you can recall the correct definition or feature.

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

To provide information about a specific topic without being organised in time order.

Which person should be used when writing a non-chronological report?

Third person (using nouns like 'the animal' or 'the planet' instead of 'I' or 'you').

Why are sub-headings used in a report?

To break the text into manageable sections and help the reader find specific information quickly.

What tense is typically used in a non-chronological report?

Present tense, because the facts are generally true all the time.

What is the purpose of an introductory paragraph?

To define the topic and provide a general overview to hook the reader's interest.

What is a 'fact box' or 'did you know' box?

A small section used to highlight interesting or surprising pieces of information.

What does a glossary do?

It provides definitions for technical or difficult vocabulary found within the report.

How should the tone of a non-chronological report sound?

Formal and objective, focusing on facts rather than personal opinions.

What is the purpose of a caption under an image?

To explain what the image shows and provide extra detail related to the text.

True or False: Non-chronological reports must have a concluding paragraph.

True; a conclusion summarises the main points or offers a final interesting thought.

What is a classification feature?

A section that describes how an item, animal, or object is categorised or grouped.

Why is a clear layout important?

It makes the information easier to read and ensures the report looks organised and professional.