

Report Writing Flashcards with Max the Monkey

Learning objective: To understand the key features of a non-chronological report.

Read the front of each card. Think about what the term means. Flip to the back (the part after 'Answer:') to check if you are right. Max the Monkey uses these parts to write his reports!

What is a Heading?

The title at the very top that tells us what the whole report is about.

What is a Sub-heading?

A small title that tells us what a specific paragraph is about.

What is a Fact?

True information that can be proven, not just a guess or an opinion.

What is a Paragraph?

A group of sentences about the same topic.

What is a Caption?

A short sentence under a picture that explains what we are looking at.

What is Formal Language?

Serious language used in reports, without slang or shortened words.

What is the purpose of an Introduction?

The first paragraph that gives a general overview of the subject.

Why do we use bullet points?

To list information clearly so it is easy to read.

What is a Glossary?

A list at the end of a report that explains tricky words.

What is the Layout?

The way the text and pictures are set out on the page.