

Mastering Non-Chronological Reports

Explore, Explain, and Enlighten: Become an Expert Report Writer!

- **What is the main purpose of a non-chronological report? (Hint: It is not to tell a story!)**
- **Why do writers use sub-headings? (They help to organize information into clear, manageable topics.)**
- **Which tense should you use? (Non-chronological reports usually use the present tense because facts are always true.)**
- **What is the benefit of using technical vocabulary? (It makes the writer sound like an expert on the subject.)**
- **Should you write in the first person ('I') or the third person? (Always use the third person to keep the report formal and objective.)**
- **How can images help? (Diagrams, labels, and photographs provide visual evidence to support your writing.)**

Did you know? Did you know? A non-chronological report does not need to be read from start to finish! Because the information is grouped by topic rather than time, a reader can jump straight to the section that interests them most.

Key vocabulary: Sub-headings · Factual · Third person · Present tense · Classification · Technical vocabulary · Formal tone