

## Grade 4 Non-Fiction Assessment: Report Writing

*Learning objective: To demonstrate understanding of the features, purpose, and language of formal report writing.*

Read the information carefully and answer all questions in full sentences where required. Ensure you use formal tone throughout your writing.

The Great Oak is a deciduous tree native to the United Kingdom. It belongs to the genus *Quercus* and can live for over 1,000 years. These trees play a vital role in our ecosystem, providing a habitat for hundreds of different species of insects, fungi, and birds. During the fall, the oak produces acorns, which are a primary food source for squirrels and jays. Protecting these trees is essential for maintaining biodiversity in British woodlands.

*Word bank: Subheadings · Classification · Formal tone · Technical vocabulary · Present tense · Third person · Factually accurate*

**1. Identify two grammatical features used in the passage above that are typical of a formal report. (2 marks)**

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**2. Why is it important to use the third person when writing a report about nature? Explain your answer. (3 marks)**

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**3. Nova the Owl is writing a report about the night sky. Suggest two appropriate subheadings she could use to organize her information. (2 marks)**

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**4. Define the term 'technical vocabulary' and provide one example found in the passage. (3 marks)**

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**5. Max the Monkey is writing a report on how to save money for a school trip. He has saved £4.50 from his pocket money and needs £12.75 in total. Write a short, formal paragraph (3-4 sentences) explaining the importance of saving, using the third person. (5 marks)**

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**6. Explain why a report must be 'factually accurate' rather than based on personal opinion. (5 marks)**

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**Draw: Draw a clear, labelled diagram that could accompany a report about the life cycle of a honeybee, as Bea the Bee would teach it.**



*Extension challenge: Imagine you are writing a report for Pip the Bookworm about the history of libraries. Write a 100-word introduction including a clear definition and a classification statement. Total: /25*