

Mastering Report Writing with Kit the Fox

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

Read the front of each flashcard and try to recall the definition or purpose of the feature. Flip the card mentally to check your knowledge with Kit's help.

What is the purpose of a non-chronological report?

To provide information about a specific topic in an organized way without following a strict timeline.

What does a 'Heading' do in a report?

It introduces the overall topic and tells the reader exactly what the report is about.

Why do we use 'Subheadings' in a report?

They break the text into smaller, manageable sections and help the reader find specific information quickly.

What is the difference between a fact and an opinion?

A fact is something that can be proven to be true, whereas an opinion is a personal belief or feeling.

Which person should a report be written in?

The third person (e.g., 'the animal', 'they', 'it'), rather than using 'I' or 'you'.

What tense is typically used for a report about animals or science?

The present tense, because the information remains true at the time of writing.

What is a 'Glossary'?

An alphabetical list found at the end of a report that explains difficult or technical vocabulary used in the text.

Why do we use formal language in a report?

To sound professional, objective, and authoritative, avoiding slang or overly casual language.

What is the purpose of 'Layout' features like bullet points or numbered lists?

They make the information clearer and easier for the reader to scan and understand.

How do 'Captions' help the reader?

They are short descriptions placed under images, diagrams, or maps to explain what is being shown.

Should a report include a concluding paragraph?

Yes, a summary or final paragraph often provides a closing thought or a brief overview of the main topic.

What is the function of a 'Diagram' in a report?

It provides a visual representation of information, such as labelling the parts of a plant or an animal's habitat.