

Reporting on the Real World: A Guide for Young Journalists

Uncover the truth and share the facts—become a master of report writing!

- Reports are written in the third person. This means you should avoid using 'I' or 'we' and instead refer to the subject directly (e.g., 'The elephant is a large mammal').
- Always use the present tense. Even if you are writing about history, reports focus on general facts that remain true today.
- Subheadings are essential. They act as signposts that tell the reader exactly what information they will find in the paragraph below.
- Technical vocabulary makes your writing sound professional. If you are writing about space, use words like 'orbit', 'atmosphere', and 'gravity'.
- A formal tone is key. Avoid slang or chatty language; keep your sentences clear, concise, and focused on the facts.

Did you know? Did you know? A non-chronological report does not need to be written in time order! Because it is about a subject rather than a story, you can organize your facts under specific headings to help your reader find information quickly.

Key vocabulary: Non-chronological · Subheadings · Third person · Present tense · Technical vocabulary · Formal tone