

Investigating the Natural World: Report Writing Skills

Learning objective: To understand the structural and linguistic features of a non-chronological report, including the use of headings, sub-headings, and formal tone.

Read each question carefully and use your knowledge of non-chronological reports to complete the tasks. Ensure you use formal language and clear, objective facts.

This worksheet focuses on your ability to structure information for a report about an animal or a scientific phenomenon, similar to the research Nova the owl conducts about the night sky.

Word bank: sub-headings · formal · third-person · present tense · classification · technical vocabulary · bullet points

1. Explain why a non-chronological report must be written in the third-person and the present tense. Give an example of a sentence you might find in such a report. (2 marks)

2. Imagine you are writing a report about honeybees for Bea. Suggest three appropriate sub-headings you could use to organize the information logically. (3 marks)

3. Why do writers of non-chronological reports use technical vocabulary and a glossary? How does this help the reader? (2 marks)

4. Rewrite this informal sentence into a formal tone suitable for a report: 'Bees are super busy and they zoom around all day looking for yummy flowers to land on.' (2 marks)

5. You are writing a section on 'Diet'. Would you use a paragraph or a bulleted list to show the different types of food an animal eats? Explain your choice. (2 marks)

Draw: Draw a diagram of a creature or plant you have researched. Include at least three labels with technical terms and a short caption written in a formal, informative style.



Extension challenge: Choose a topic you are interested in (e.g., Space, Ancient Egypt, or Rainforests). Write an introductory paragraph of 50–70 words that uses a 'hook' to interest the reader and clearly defines the subject of your report.