

The Explorer's Guide: Building a Non-Chronological Report

Learning objective: To identify and apply the structural features of a non-chronological report to create an informative text.

Max the monkey is helping us organise information for a report about the 'Great Oak Forest'. Use the words from the word bank to fill in the blanks, ensuring each feature is placed in the correct section of a report structure. Once you have filled the gaps, write a sub-heading for each section to help a reader find information quickly.

Word bank: Introduction · Sub-headings · Fact box · Glossary · Paragraphs · Concluding summary · Formal tone

1. 1. The _____ introduces the topic to the reader and provides a clear overview of what the report is about. (1 mark) (1 mark)

2. 2. Why is it important to use _____ in your writing, and how do they help the reader navigate the text? (2 marks) (2 marks)

3. 3. Which feature provides a list of difficult or technical words and their meanings? (1 mark) (1 mark)

4. 4. Explain the purpose of a 'Fact box' in a report. Why might a writer choose to use one? (2 marks) (2 marks)

5. 5. If you were writing a report about the Great Oak Forest, suggest two suitable sub-headings you could use to organise your information. (2 marks) (2 marks)

Draw: Draw a layout sketch of a non-chronological report page. Include boxes to show where the title, a picture with a caption, and the sub-headings should be placed.



Extension challenge: Choose an animal you like and write a short paragraph about its habitat using a 'Formal tone'. Ensure you include at least one scientific fact.