

Mastering Non-Chronological Reports

Learning objective: To identify, structure, and compose features of a non-chronological report using formal tone and organisational devices.

Read the following questions carefully. Use your knowledge of formal language, subheadings, and structural features to complete the tasks. Ensure your answers are written in clear, concise British English.

Nova the owl is preparing a report about the mysterious nocturnal creatures of the Whispering Woods. To write an effective non-chronological report, she must ensure she uses a title, an engaging introduction, clear subheadings, and factual, objective language.

Word bank: Subheading · Classification · Formal tone · Technical vocabulary · Third person · Fact file · Present tense · Glossary

1. Explain why a non-chronological report is written in the third person and the present tense. What effect does this have on the reader? (2 marks)

2. Nova wants to categorise information about the 'Glimmer-Wing Moth'. Suggest two appropriate subheadings she could use to organise her report effectively. (2 marks)

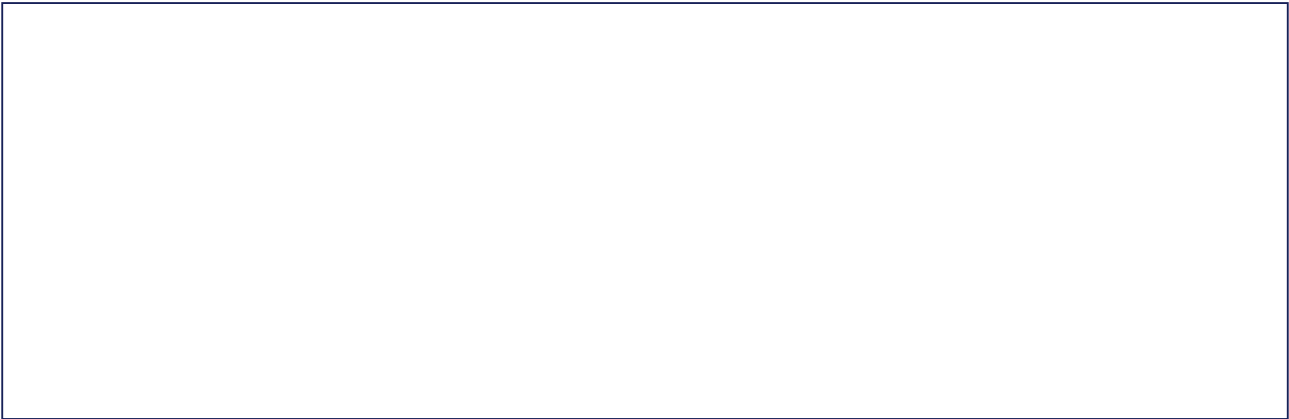
3. Compare and contrast a 'fact file' box with a paragraph of information. Why might a writer choose to include both in a report? (3 marks)

4. Justify why it is important to include a glossary at the end of a report that contains technical vocabulary. What might happen if a reader skips this section? (2 marks)

5. Rewrite this informal sentence into a formal tone suitable for a scientific report: 'The little frog hops about in the pond because he is super hungry for flies.' (2 marks)

6. If you were writing a report on a habitat, how would you decide which information should be placed under a 'Diet' subheading versus a 'Behaviour' subheading? (3 marks)

Draw: Draw a layout of a non-chronological report page. Include a clear title, a box for an image with a caption, two subheadings, and a small sidebar for a 'Quick Fact' file.



Extension challenge: Compose a short, one-paragraph introduction for a non-chronological report about a fictional creature you have invented. Use high-level vocabulary, a formal tone, and include at least two technical terms that would require a definition in a glossary.