

Report Writing Masterclass with Kit the Fox

Learning objective: To understand the key features and structure of a non-fiction report.

Read each flashcard to learn the essential components of a report. Use these terms to help you write your own information text about an animal or historical event.

What is the purpose of a report?

To provide clear, factual information about a specific topic to the reader.

What is a 'Heading'?

A title at the very top that tells the reader what the whole report is about.

What are 'Subheadings' used for?

They break the text into smaller sections, making it easier for the reader to find information.

True or False: Reports should use 'Formal Language'.

True. Reports should avoid slang and personal opinions, focusing instead on facts.

What is a 'Caption'?

A short sentence written under a photograph or diagram to explain what is happening in the image.

What is an 'Introduction' in a report?

A short paragraph at the beginning that defines the topic and hooks the reader's interest.

What is a 'Conclusion' in a report?

A final paragraph that summarises the main points or gives an interesting final thought about the topic.

Why do reports include diagrams or photos?

To help the reader visualise the information and understand complex ideas more clearly.

Are reports written in the past or present tense?

Reports are usually written in the present tense because they describe facts that are generally true.

What is the difference between a fact and an opinion?

A fact is something that can be proven true, while an opinion is what someone thinks or feels.

How should information be organised in a report?

Into clear paragraphs, with each paragraph focusing on one specific idea or sub-topic.

What is 'Layout' in a report?

The way the text, pictures, and headings are arranged on the page to look neat and organised.