

Mastering the Non-Chronological Report

Learning objective: To understand the structural and linguistic features of a formal non-chronological report.

Use these flashcards to test your knowledge of report writing. Read the term or question on the front, think of the answer, and then check your understanding.

What is the primary purpose of a non-chronological report?

To provide information about a specific subject in a clear, organised way without following a timeline.

Why is 'Third Person' used in report writing?

It creates a formal and objective tone, focusing on the subject rather than the writer's personal feelings.

What is the function of a sub-heading?

To organise the report into clear sections, allowing the reader to locate specific information quickly.

Define 'Formal Tone' in the context of a report.

Writing that avoids slang, contractions (like 'don't'), and informal language to sound professional and academic.

What is a 'Glossary'?

An alphabetical list of technical or difficult words used in the text, found at the end of a report with their definitions.

Explain why a writer might use a Fronted Adverbial.

To provide extra detail about when, where, or how an action occurs and to improve sentence cohesion.

What is the Passive Voice?

A sentence structure where the object becomes the subject (e.g., 'The habitat was destroyed by the storm' instead of 'The storm destroyed the habitat').

Why is it important to use 'Classification' in a report?

To group information logically, helping the reader understand how the subject fits into a wider category.

What is the difference between a fact and an opinion in a report?

A fact can be proven to be true, whereas an opinion is a personal belief or feeling. Reports should rely almost entirely on facts.

How do 'Cohesive Devices' help a report?

They link ideas together using conjunctions, adverbials, or pronouns to ensure the text flows logically for the reader.

What might happen if a non-chronological report lacks a concluding paragraph?

The reader may feel the information is incomplete and miss a summary of the main points or a final thought on the subject.

Compare and contrast a non-chronological report with a narrative story.

Reports are factual and informative with no plot; stories are imaginative and chronological with characters and a plot.