

Reporting on the Real World: A Guide to Non-Fiction

Master the Art of the Report: Inform, Inspire, and Investigate!

- Why must a formal report be written in the third person rather than using 'I' or 'we'?
- How do sub-headings assist the reader in navigating complex information quickly?
- What is the purpose of including technical vocabulary specific to the subject matter?
- Why is it essential to maintain an objective tone when presenting scientific or historical data?
- In what way do 'present tense' verbs help the reader understand that the facts remain true over time?

Did you know? Did you know that non-chronological reports are the detectives of the writing world? Unlike stories that follow a timeline, these reports gather facts about a specific topic—like the migration patterns of birds or the engineering behind bridges—to help readers understand how the world works without needing to read a whole book!

Key vocabulary: Sub-headings · Third-person · Formal tone · Objective · Technical vocabulary · Generalising · Present tense