

Report Writing Masterclass with Kit the Fox

Learning objective: To identify the key features, formal tone, and structural elements of non-chronological report writing.

Help Kit the Fox organise his research! Read the questions carefully and choose the best answer to show off your report writing expertise.

Answer Key: 1.C, 2.True, 3.False, 4.Subheadings, 5.B, 6.Third-person, 7.True, 8.A, 9.False, 10.Fact-based.

Word bank: Subheadings · Formal · Third-person · Fact-based · Present tense · Glossary · Bullet points · Objective

1. 1. Which of these is the most appropriate tone for a formal report? A) Chatty and excited B) Slang-heavy C) Impersonal and professional* D) Silly and exaggerated (1 mark)

2. 2. True or False: Non-chronological reports should be written in the third-person. (1 mark)

3. 3. True or False: You should include your own personal opinions and feelings in a scientific report. (1 mark)

4. 4. What do we call the titles used to organise a report into clear, manageable sections? (1 mark)

5. 5. Which tense is usually used for factual reports? A) Past tense B) Present tense* C) Future tense D) Mixed tenses (1 mark)

6. 6. A report describes a lion's habitat. Should it say 'I think the lion lives...' or 'The lion resides in...'? (1 mark)

7. 7. True or False: A glossary is a useful feature to define technical vocabulary for the reader. (1 mark)

8. 8. Which layout feature helps a reader find information quickly? A) Bullet points* B) Fancy cursive font C) Comic strips D) Personal diary entries (1 mark)

9. 9. True or False: Reports must always follow a strict timeline of events. (1 mark)

10. 10. Are reports based on opinions or facts? (1 mark)

Draw: Draw a layout of a non-chronological report page, including a clear title, a box for an image with a caption, two subheadings, and a section for a glossary.



Extension challenge: Greater Depth Challenge: 1. Explain why reports must remain objective rather than subjective. 2. Compare and contrast a newspaper article with a non-chronological report. 3. Justify why a formal tone is necessary when writing for a professional audience. 4. What might happen if a writer included incorrect facts in their report? 5. If you were writing a report on a new discovery, how would you ensure the information is reliable? 6. Create an original subheading for a report about 'The Life of a Honeybee' and write a short, formal paragraph to follow it.