

Mastering Report Writing with Kit the Fox

Learning objective: To understand the structural and linguistic features of a formal non-chronological report, suitable for Year 6 expectations.

Read the front of each flashcard to test your knowledge of report writing. Flip the card to check if your definition matches the standard features required for a successful report.

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

To provide information about a specific subject or topic in a clear, organised way without being ordered by time.

Which person should a formal report be written in?

The third person (e.g., using 'it', 'they', or the subject name rather than 'I' or 'you').

Why do we use subheadings in a report?

To organise information into logical sections, making it easier for the reader to find specific facts.

What does it mean to use a 'formal tone' in writing?

Avoiding slang, contractions (like 'don't' or 'can't'), and informal language to keep the writing professional and objective.

What is the function of a 'Glossary' at the end of a report?

To provide definitions for complex or technical vocabulary used within the text.

Should a report contain personal opinions?

No. Reports should be objective and based on facts, not the writer's personal feelings.

What is a 'classification' paragraph?

A section that describes what the subject is and which group or category it belongs to.

Why are bullet points or numbered lists often used in reports?

To present facts or features clearly and concisely, helping the reader to digest information quickly.

What is the role of an introductory paragraph in a report?

To define the subject and provide a general overview to hook the reader's interest.

True or False: Reports must be written in the order that events happened.

False. They are 'non-chronological', meaning they are organised by topic rather than time.

What is a caption in the context of report writing?

A short piece of text placed near an image or diagram to explain what is being shown.

How can Kit the Fox ensure his report is accurate?

By researching information from reliable, trustworthy sources and checking facts carefully.