

Reporting for Duty: The Art of the Non-Fiction Report

Master the Facts and Become a Report-Writing Expert with Max and Pip!

- Reports use subheadings to organise information into logical sections, helping the reader find specific facts quickly.
- The language in a report should be formal and objective, avoiding slang or informal contractions like 'don't' or 'can't'.
- Technical vocabulary is essential; using precise, subject-specific nouns helps to explain complex ideas clearly to the reader.
- Most reports are written in the present tense because they describe general truths or ongoing facts about a topic.
- The introduction should clearly define the subject and provide a brief overview to hook the reader's interest.
- A concluding paragraph often summarises the main points or offers a final summary statement about the topic's importance.

Did you know? Did you know? A formal report is written in the third person to ensure the information remains objective. By avoiding 'I' or 'me', the writer focuses entirely on the subject matter, making the report sound professional, reliable, and expert-led.

Key vocabulary: Subheading · Formal tone · Third person · Classification · Technical vocabulary · Present tense · Factual · Objective