

Mastering the Non-Chronological Report

Learning objective: To understand and apply the structural and linguistic features of a non-chronological report, using formal tone and organisational devices.

Read each question carefully and apply your knowledge of formal report writing. Ensure you use a clear, objective tone as if you were writing for a scientific encyclopaedia.

N/A - This worksheet focuses on the application of report writing skills.

Word bank: subheading · third-person · present tense · formal language · classification · organisational device · bullet points · objective tone

1. Max the monkey is writing a report about the habitat of the golden lion tamarin. Explain why he should use the third-person perspective and formal language rather than first-person pronouns like 'I' or 'me'. (2 marks)

2. Nova the owl is organising her report on the solar system. Name three types of organisational devices she could use to help the reader navigate her information effectively. (3 marks)

3. Write a formal introductory sentence for a non-chronological report about the life cycle of a honeybee. Use the present tense. (2 marks)

4. Pip the caterpillar has written this sentence: 'The leaves are super tasty and amazing to eat.' Rewrite this sentence so that it sounds more formal and objective for a science report. (2 marks)

5. Why are subheadings essential in a non-chronological report? Explain how they assist the reader when they are looking for specific facts. (2 marks)

Draw: Draw a layout plan for a non-chronological report page. Include boxes to show where the title, a main image, subheadings, and a fact box would be positioned on the page.

A large, empty rectangular box with a thin black border, intended for a student to draw a layout plan for a non-chronological report page. The box is currently blank.

Extension challenge: Choose an animal or a planet. Create a list of four subheadings you would use for a report about your chosen subject, and write one bullet point for each subheading containing a scientific fact.