

Mastering Non-Chronological Reports

Learning objective: To identify and use the structural and linguistic features of a non-chronological report.

Read each question carefully. Use your knowledge of report writing to explain, identify, and apply the features used to inform a reader about a specific topic.

This worksheet focuses on the skills required to write an effective non-chronological report. Remember: reports provide information about a subject without following a timeline, unlike a diary or a story.

Word bank: sub-headings · factual · third person · present tense · glossary · formal tone · captions

1. Max the monkey is writing a report about the rainforest. Why should he write in the third person rather than using 'I' or 'me'? (2 marks)

2. Nova the owl suggests including a glossary at the end of the report. Explain why a glossary is a useful feature for a reader. (2 marks)

3. Look at these two sentences. Which one is more appropriate for a formal non-chronological report? Explain your choice: A) The giant panda eats lots of bamboo. B) The giant panda consumes large quantities of bamboo as its primary food source. (2 marks)

4. Pip the caterpillar wants to organize his report on garden insects. What is the purpose of using sub-headings within a report? (2 marks)

5. Write a short, formal paragraph (3-4 sentences) about 'The Solar System' using the present tense. Ensure you maintain a factual tone. (3 marks)

Draw: Draw a layout of a non-chronological report page. Include a clear main title, a box for an image with a caption, and three distinct sections with sub-headings.

Extension challenge: Choose an animal or a planet. Create a 'Fact File' table that could be used as an inset box in a non-chronological report, including at least four specific statistics or facts.