Mastering Non-Chronological Reports with Max and Zara

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

Use these flashcards to test your knowledge of non-chronological reports. Max the monkey has provided the technical terms, while Zara the zebra has helped define the creative features.

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

To provide factual information about a specific topic without being restricted by the order of time.

Which tense is typically used throughout a non-chronological report?

The present tense, as the facts remain true at the time of writing.

Should a report be written in the first person ('I', 'we') or third person ('it', 'they')?

The third person, to maintain an objective and professional perspective.

Why are subheadings used in a report?

To organise information into clear sections and help the reader find specific facts quickly.

What is the difference between a fact and an opinion?

A fact can be proven to be true, whereas an opinion is a personal belief or feeling.

What is the function of a glossary at the end of a report?

To provide definitions for technical or difficult vocabulary used in the text.

How does a formal tone differ from an informal tone?

A formal tone avoids slang, contractions (like 'don't'), and overly casual language to sound professional.

Why might an author choose to use bullet points?

To present lists of information or characteristics clearly and concisely for the reader.

What is an opening paragraph meant to achieve?

It introduces the subject to the reader and gives a brief summary of what the report will cover.

What is an index and where is it usually found?

It is an alphabetical list of topics and the page numbers where they can be found, usually located at the back of a book.

True or False: Non-chronological reports must be written in chronological order.

False; they are organised by themes or topics, not by the order in which events happened.

What visual aids are often included in a report to support the text?

Diagrams, maps, photographs, or charts with captions to help explain the information.