The Report Architect: Structuring Non-Chronological Reports

Learning objective: To identify and apply the organisational features and formal language required for a non-chronological report.

Max the monkey is trying to explain the mechanics of a clock, but his notes are in a jumble! Using the words provided in the word bank, fill in the blanks to correctly label the structural features of a non-chronological report. Then, use the questions below to match the correct formal tone to each section.

Word bank: Sub-heading · Introduction · Formal Language · Technical Vocabulary · Conclusion · Fact Box

1. 1. Which structural feature should provide a general summary and hook the reader's interest? (1 mark)

2. 2. Explain why a non-chronological report uses 'Technical Vocabulary' rather than informal slang. Give an example of a technical term related to a topic like space or biology. (2 marks)

3. 3. If you were writing a report about the Amazon Rainforest, write a suitable sub-heading for a paragraph about the types of creatures living there. (1 mark)

4. 4. Why is it important to use 'Formal Language' (e.g., avoiding contractions like 'don't') when writing a report for a school project? (2 marks)

5. 5. Sort these phrases into 'Formal' or 'Informal': 'It is observed that...', 'Loads of...', 'Furthermore...', 'Check this out!'. (2 marks)

Draw: Draw a diagram of a non-chronological report layout. Label where the image, the title, and the sub-headings should be placed on a page to make it clear for the reader.

Extension challenge: Choose a subject you are an expert on (e.g., types of clouds, bicycle maintenance, or ancient castles). Write a 50-word introduction using formal language and at least one piece of technical vocabulary.