Reports Toolkit

Examples of reports:

- Dictionary
- Reference book
- Encyclopaedia
- School website
- A poster or leaflet including factual information

Audience:

Someone who wants to know about, or find out about, something.

Structure:

Paragraphs not in chronological order and categories with headings and sub-headings

Purpose:

To present information that is easy to find and understand.

Language features:

- Present tense
- Formal and impersonal
- Technical vocabulary
- Detail when necessary

Bev Evans, 2011

Remember to:

- Make sure your title says what you are writing about.
- Write an introduction about the subject or a statement that intrigues the reader so they want to read more.
- Start paragraphs with a topic sentence and put them in sensible order (e.g. if writing about an animal, describe how it looks first)
- Include facts, diagrams and a glossary.

It is important to...

- Write in the present tense (unless writing an historical report).
- Write in the third person (he, she, it, they)
- Use a formal writing style.
- Include relevant technical details and language (e.g. tentacles, skull...).
- Include accurate facts and descriptions.
- Use 'weasel words' to cover exceptions (usually, maybe...).