



Non-chronological report - Year 6

Prior Knowledge:

- Write in the third person
- Organise ideas into paragraphs
- Use conjunctions to join ideas and information within sentences.

Purpose: Research and present facts based on a topic

Examples: non-fiction texts, information leaflets, fact files

Key features

Bullet points	To show items in a list
Caption	A short piece of text under a picture which describes or explains what is happening
Conclusion	States the opinion after considering all the points.
Co-ordinating conjunctions	A conjunction placed between words, phrases, clauses, or sentences of equal rank, e.g. and, but, or.
Facts	Information that is regarded as true
Formal vocabulary	Used to depersonalise a text when the reader is someone we do not know.
Fronted adverbials	A word (or a phrase for adverbial phrases) that is used for the same reason as adverbs, to modify a specific verb or clause.
Introduction	The first paragraph, giving brief information about the content.
Past tense	Actions that have happened in the past
Present tense	Actions which are currently happening
Rhetorical questions	A question asked to make a statement- it does not require answering.
Subheading	Smaller titles in the piece of writing used to organise separate ideas which give the reader information about that piece of text
Subordinating conjunctions	A conjunction that introduces a subordinating clause, e.g. although, because.
Third person	Writing from another person's point of view or as an outsider looking in.
Title/Heading	The name of the piece of work which clearly covers the whole topic.

Organisation, structure and effect

- Use a clear and imaginative title, deploying techniques such as alliteration, pun, play on words etc.
- An introductory paragraph, in an informal style, with rhetorical questions to hook the reader.
- Rest of text to written in formal, depersonalised style.
- Put information into relevant sections/paragraphs, with well-selected and clearly focussed content.
- Present facts, with evidence and detail given to support each point.
- Create cohesion across paragraphs
- Technical and subject specific vocabulary used and explained.
- Caption images and diagrams used to support information.
- Use appropriate subheadings to help organise information
- Writing should remain impersonal and unbiased
- Use of active and passive voice.