



Non-chronological reports – Year 1

Prior Knowledge:

- Non-fiction books present facts about a topic
- The layout/features of a non-fiction text includes pictures, captions, titles and fact boxes.

Key Features

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| Caption | A short piece of text under a picture which describes or explains what is happening |
| Diagram | A simple plan/drawing that represents an idea/system- it often explains how it works. |
| Co-ordinating conjunctions | A conjunction placed between words, phrases, clauses, or sentences of equal rank, e.g. and, but, or. |
| Introduction | The first paragraph, giving brief information about the content. |
| Labels | Give information about specific parts of pictures or diagrams. |
| Past tense | Actions which have already happened |
| Present tense | Actions which are currently happening |
| Subheading | Smaller titles in the piece of writing used to organise separate ideas which give the reader information about that piece of text |

Purpose: Research and present facts based on a topic

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

Organisation, structure and effect

- The use of technical language/subject specific vocabulary will show an awareness of topic.
- Simple opening (introduction) and closing (conclusion) statements.
- Writing is arranged into simple paragraphs with clear headings and relevant information.
- Some use of simple conjunctions- and, because
- Ideas may be linked together with numbers, time related phrases, bullet points.

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| Title/Heading | The name of the piece of work which clearly covers the whole topic. |
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