



Non-chronological report -

Year 2

Purpose: Research and present facts based on a topic

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

Prior Knowledge:

- Write in the third person
- Organise ideas into paragraphs
- Use facts and formal language

Key features

Caption	A short piece of text underneath a picture, to describe or explain.
Conclusion	States the opinion after considering all the points.
Diagram	A simple plan- often used to explain how something works
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
Subheading	Smaller titles in the piece of writing used to organise separate ideas which give the reader information about that piece of text
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 title
- Use an introductory paragraph to introduce the topic
- Put information into relevant sections/paragraphs
- Present facts and evidence given to support each point.
- Make increasingly more formal vocabulary choices
- Caption images and diagrams used to support your information
- Use appropriate subheadings to help organise information
- Writing should remain impersonal and unbiased