

Non - Chronological Reports

We use reports to describe the way things are.
Reports organise, record and store **information** about a certain subject.

Non - Chronological Reports are:

Organised into paragraphs (introductory paragraph explains what the report is about).

Contain facts

Are not time based (chronological) and so can be read in any order.

Written in 3rd person and the present tense.

Features of Non - Chronological Reports

Pictures/diagrams

Maps

Contents

Title/Headings

Labels

Index

Captions

Sub headings

Varied sentence beginnings

Contact details

Fact/did you know boxes