

## 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 3<sup>rd</sup> 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