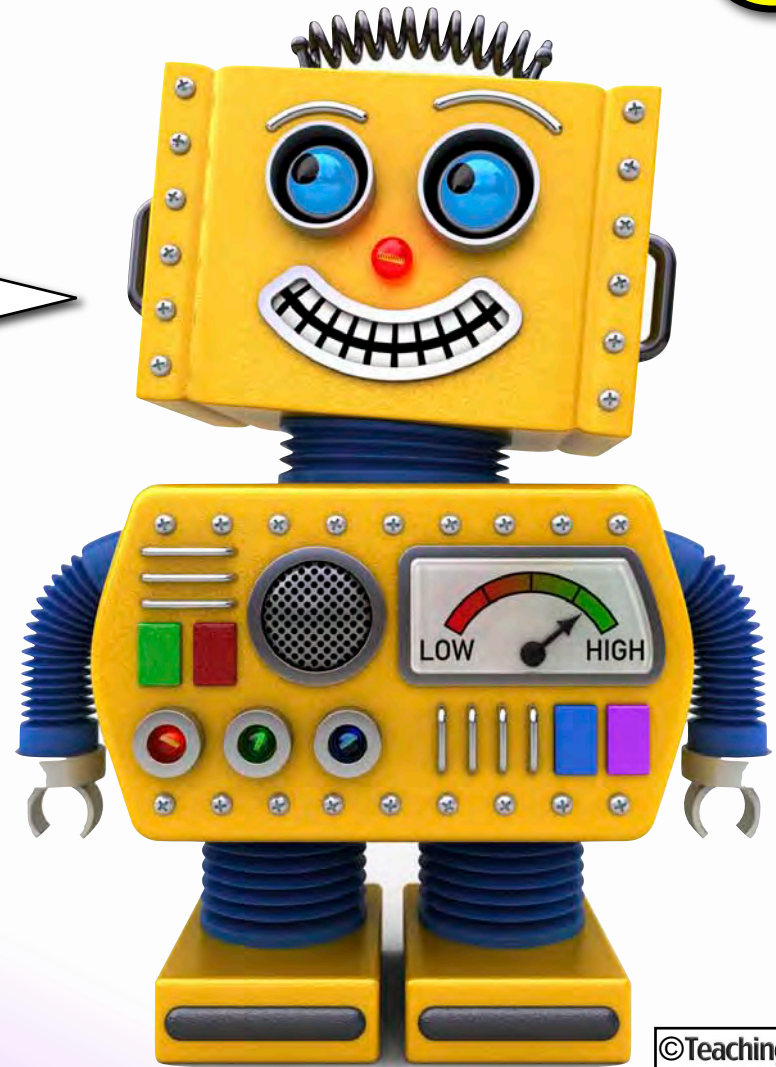


Report Writing

Reports tell us what things are (or were) like.

They are sometimes called non-chronological reports.

This means that they are not written in time order.



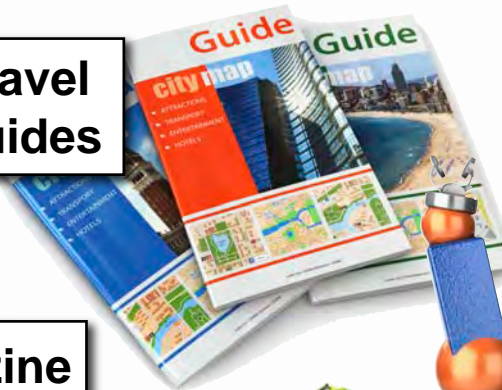
Types of Reports

Reports can describe all kinds of subjects and topics. You can find reports in these types of texts...



Information Leaflets

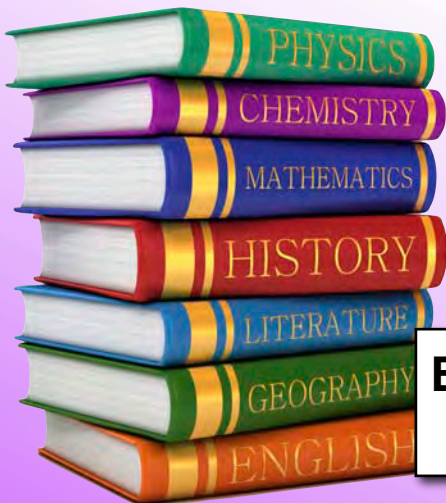
Travel Guides



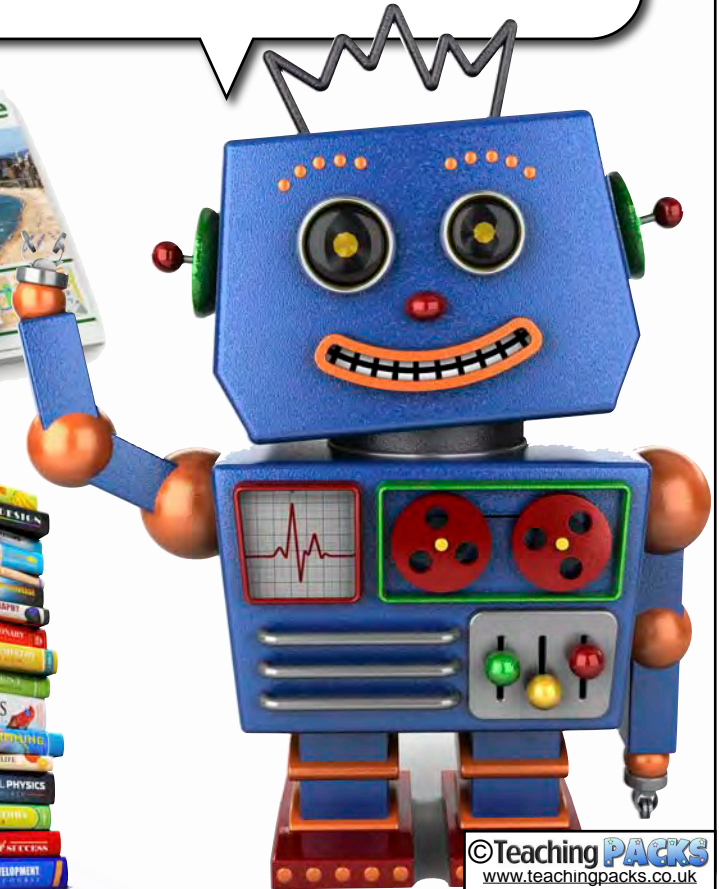
Magazine Articles



Encyclopedia Articles



Non-Fiction Books



Researching the Topic

It is tricky to write a report if you don't know much about the topic, so research it carefully before you start.

Look in your own books.



Visit the library.



Search online safely.



Interview somebody who knows the topic well.



Can you think of any other ways of researching your topic?

When you are researching, write clear notes that you can refer to later.

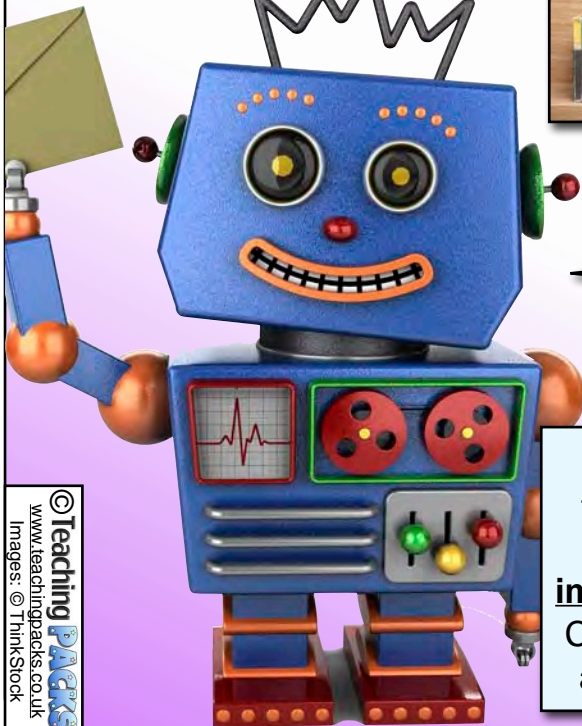
Make sure that you have recorded the **important facts**. Check that they are **accurate**.

Try to use the **key vocabulary** and **remove unnecessary words**.

Save time by using **symbols** and **abbreviations** that you will remember later.

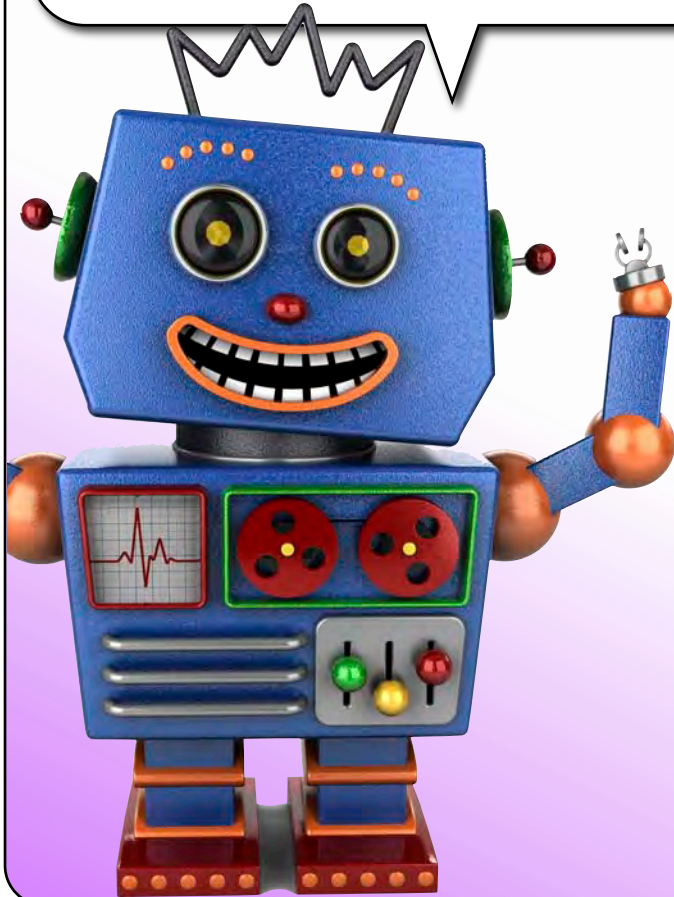
Organise your notes into sections. This will help you plan the sections of your final report.

Remember to **write the facts**, not opinions.



Stick to the Facts!

Reports should be factual. They give information about a topic, so try to avoid giving personal opinions.



Dolphins can stay under water for up to fifteen minutes.



Dolphins are my favourite mammals.



St. John's School has 450 pupils and 50 members of staff. Children attend between the ages of four and eleven.



St. John's School is a brilliant place to learn. The children are kind and the teachers are funny.



Koalas

Koalas are marsupials (mammals that carry their young in a pouch). They live in Australia and have large, round heads with fluffy ears. They can grow up to 85cm in length and have grey and brown fur. Babies (called Joeys) are carried in their mothers' pouch for the first six months of their life.

Koalas live in woodlands throughout Australia. They stay in the trees for most of the time and sleep for up to 18 hours each day, tucked up inside the spaces in the trees.

A koala can eat up to one kilogram of eucalyptus leaves in a day. They choose the tastiest leaves from the tree where they live. They get most of their moisture from the leaves, so they don't need to drink much water. Koalas can also store leaves in special pouches in their cheeks to save as a snack for later!

Eucalyptus leaves can be poisonous. However, koalas have a special digestive system that protects them from harm.

Eucalyptus
Leaves



Koalas are not classed as an endangered species. However, they were hunted for food and fur in the past. Today their biggest threat is habitat destruction. In urban areas, koalas can also be killed and injured by collisions with vehicles or in attacks by dogs.

Many people think that a koala is a cuddly bear. However, it is illegal to keep these pouched mammals as a pet. Have you ever seen a koala?

Write a report about...

Your school.

Write a report about...

A place of your choice.

Write a report about...

A fictional place.

Write a report about...

Buckingham Palace.

Write a report about...

The Statue of Liberty.

Write a report about...

Sydney Harbour.

Write a report about...

Germany.

Write a report about...

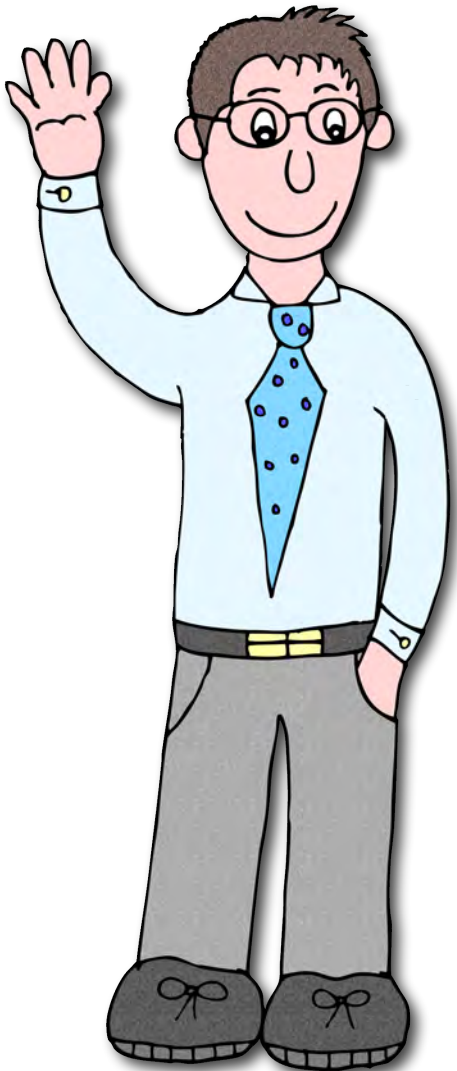
Africa.

Report Writing Planner

<p><u>Introduction</u> Introduce and define the overall topic for your reader.</p> <p>You might need to explain who, what, when and where...</p>	
<p><u>Sub-topic 1</u> A paragraph about the first sub-topic.</p>	
<p><u>Sub-topic 2</u> A paragraph about another sub-topic.</p>	
<p><u>Sub-topic 3</u> A paragraph about another sub-topic.</p>	
<p><u>Conclusion</u> A paragraph that shares a summary of the key points.</p>	

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Mark and Helen

