

INFORMATION REPORTS

W.A.L.T: To write an information report that informs the audience.

Success Criteria

- Use an opening statement that classifies the subject of the report (i.e. A whale is a marine mammal).
- The opening statement is followed by sentences (usually factual) that describe such things as appearance, behaviour and other aspects of the topic being described.
- Each paragraph focuses on a different aspect of the topic – i.e. Where it lives (kiwi); how it is formed (tornado)
- Each paragraph start with a topic sentence.
- A general statement about the topic usually rounds off the report.
- Diagrams, illustrations or photographs are often used to give further information about the topic.
- Present tense action verbs (climb, eat, swim, gather, run) are used.
- The report uses verbs to describe and classify the topic (is, are, has, have, belongs to).
- The report uses scientific or technical language (i.e. medusa, bloom, predators).
- The report uses nouns and noun phrases, rather than personal pronouns (i.e. jellyfish, whales, butterflies, tornadoes, Pluto).

