



Let's create an

INFORMATION REPORT

The purpose of an information report is to **INFORM** the audience about a chosen topic.

STRUCTURE:

- INDEX OR TABLE OF CONTENTS (maybe)
This depends on how long your report is.
- INTRODUCTION
Introduce, classify and describe the topic.
- SUB-HEADINGS
These will organise the information.
- PARAGRAPHS
These also help to organise the report.
- ILLUSTRATIONS, DIAGRAMS OR PHOTOS
These support or provide extra information for the audience.

LANGUAGE FEATURES

- GENERAL PARTICIPANTS
You will refer to a whole class of things (e.g. snakes), not a specific one (e.g. Sammy snake).
- MANY ACTION AND RELATING VERBS
You will use verbs to describe behaviour (e.g. run, eat, explode) and link with verbs such as is, are, have, has etc.
- DESCRIPTIVE LANGUAGE
You will talk about what the 'thing' has, does or looks like.
- PRESENT TENSE
Most information reports are written in present tense.
- TECHNICAL VOCABULARY
This will be words specific to the topic. They may need some explanation with definitions or a glossary.

TYPES OF INFORMATION REPORT

- Scientific
- Technological
- Social studies