

REPORT :
To describe
the way things
are or were

Present tense

He is..
She is..
They are...

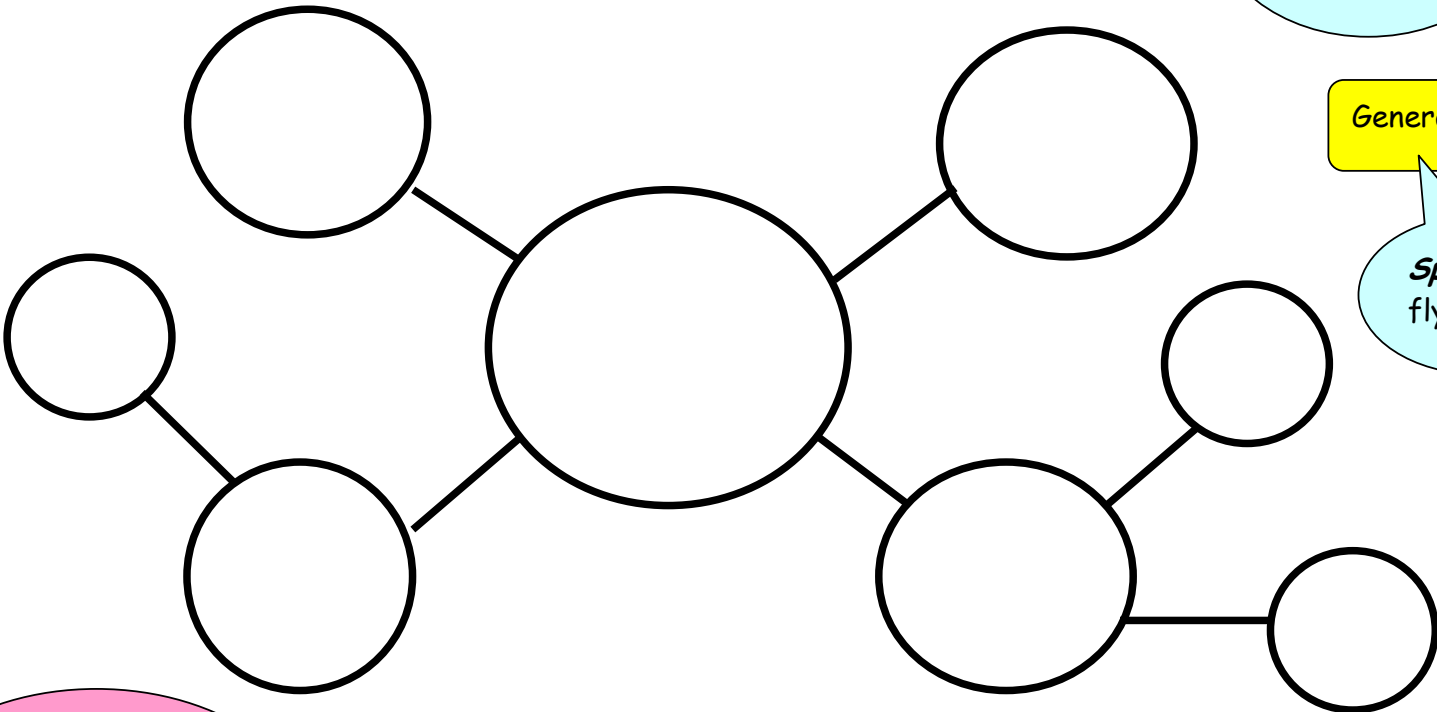
Facts & technical
words

Use a range of
sources to gather
information..
Books, CD-ROMs

Third person

He climbs ...
Bears feed

- Use reports for...
- Letter
 - Catalogue
 - Tourist guide
 - Non-fiction book
 - Information leaflet
 - School topic project
 - Magazine article



General nouns

Sparrows
fly

Introduction

Make the title a
question to add interest
What? , Who? , Where?
When?
Start by explaining what
you are writing about.

Paragraph
Section 1

Point and comparison give
examples.
Use diagrams and pictures
to add information

Paragraph
Section 2 etc.

Point and
comparison
Give examples

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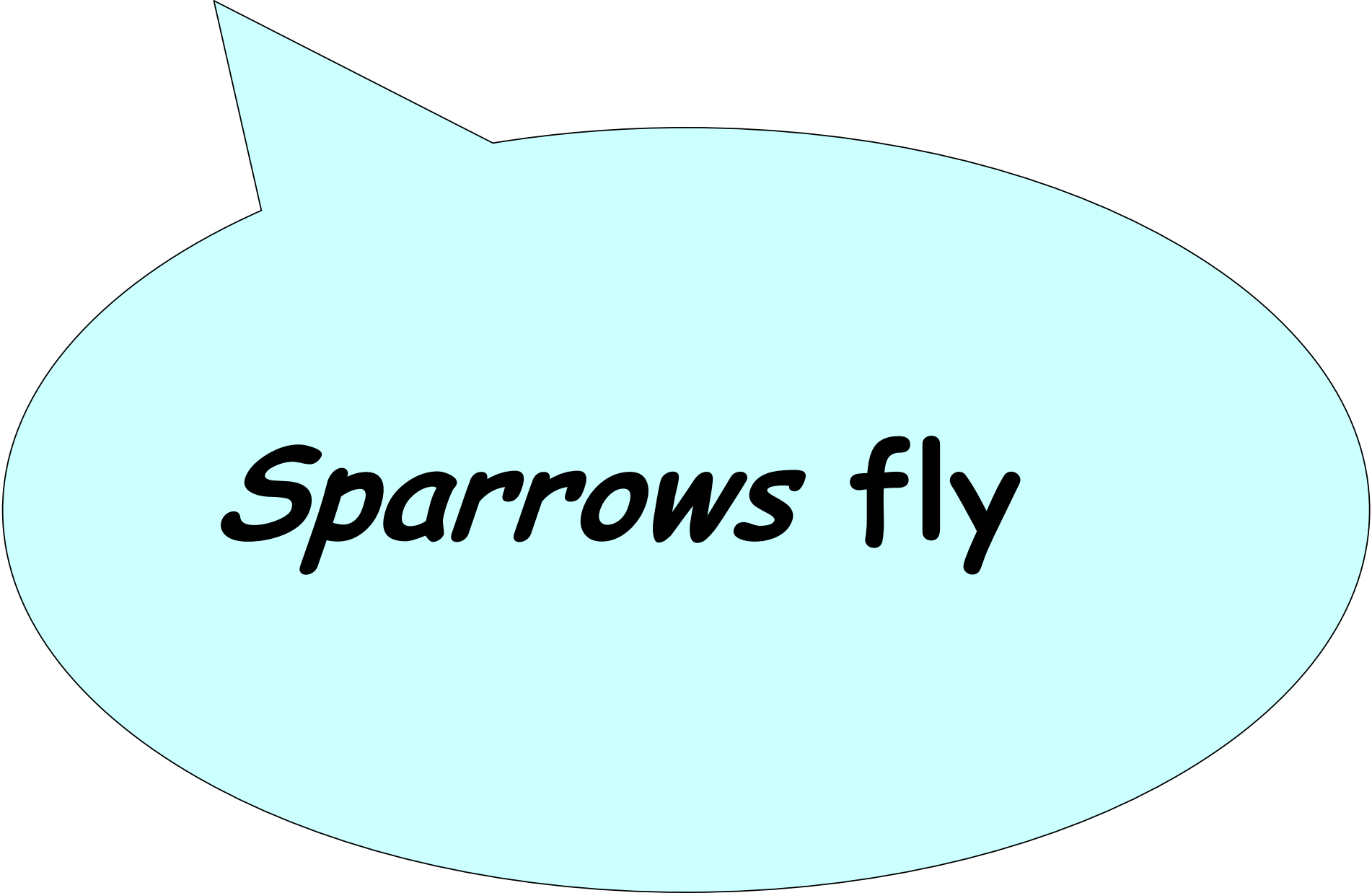
Paragraph Section 1

**Point and comparison
give examples.**

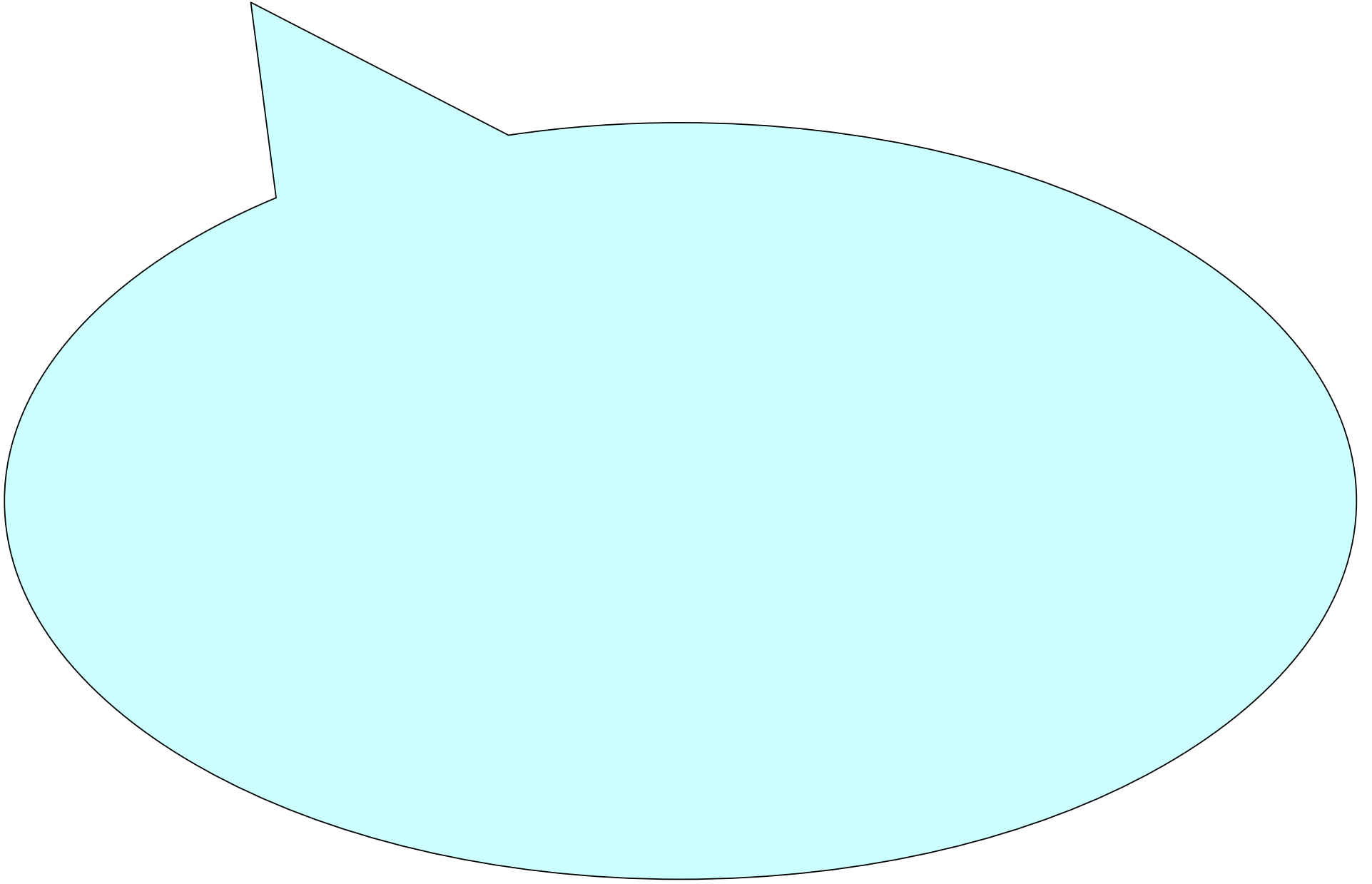
**Use diagrams and
pictures to add
information**

Paragraph Section 2 etc

**Point and
comparison
Give examples**



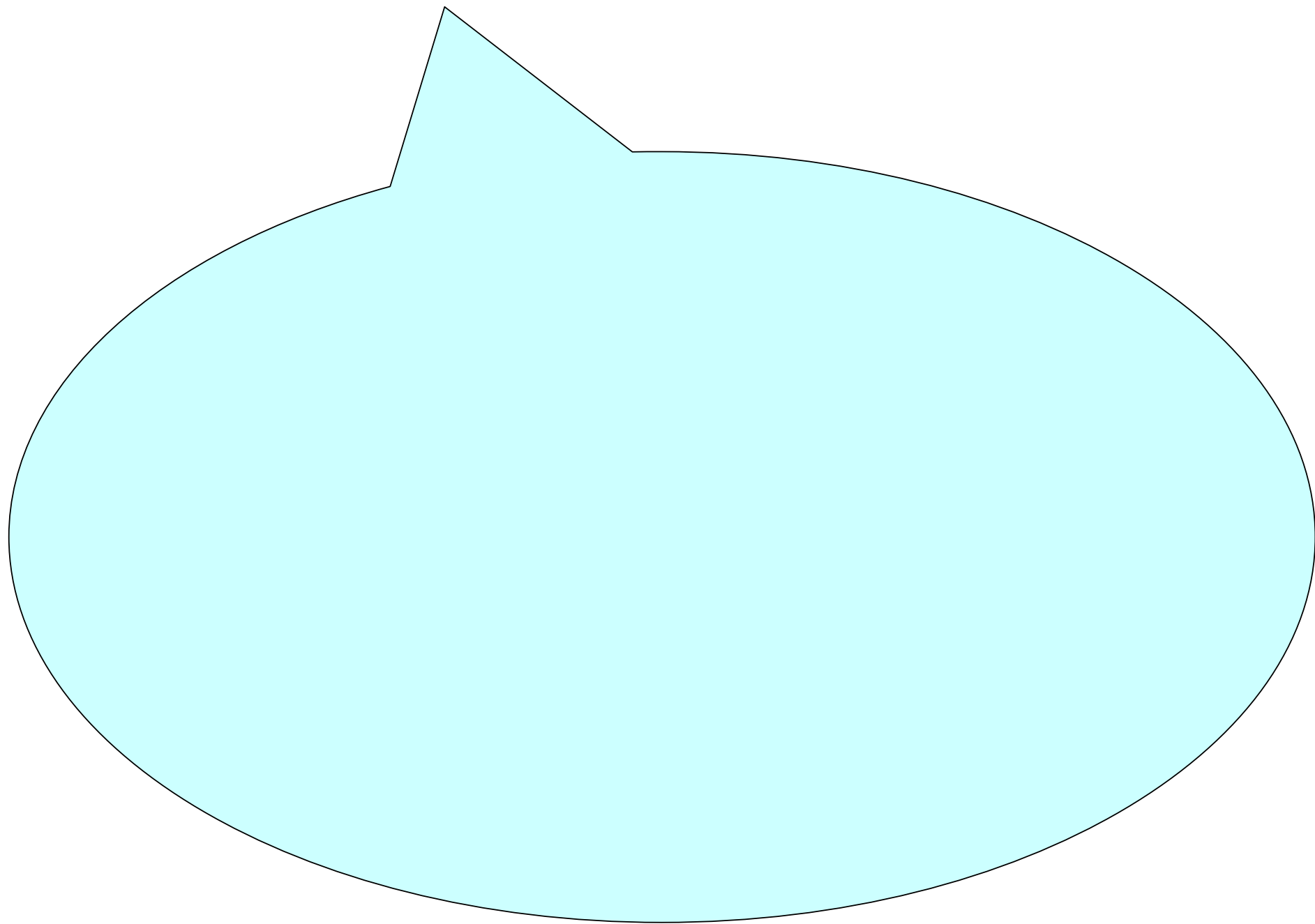
Sparrows fly



General nouns

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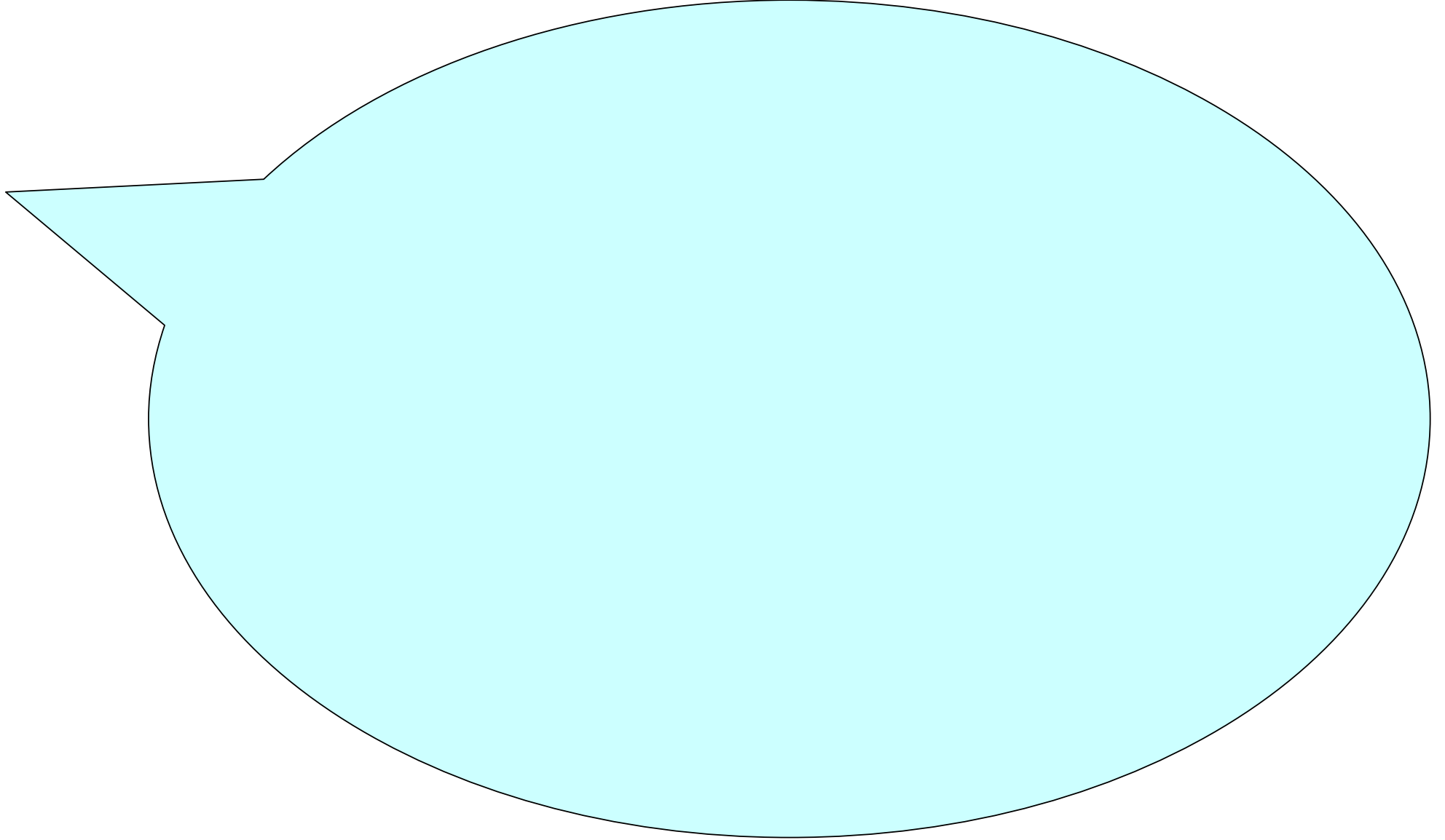
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Third person

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Books, CD-ROMs

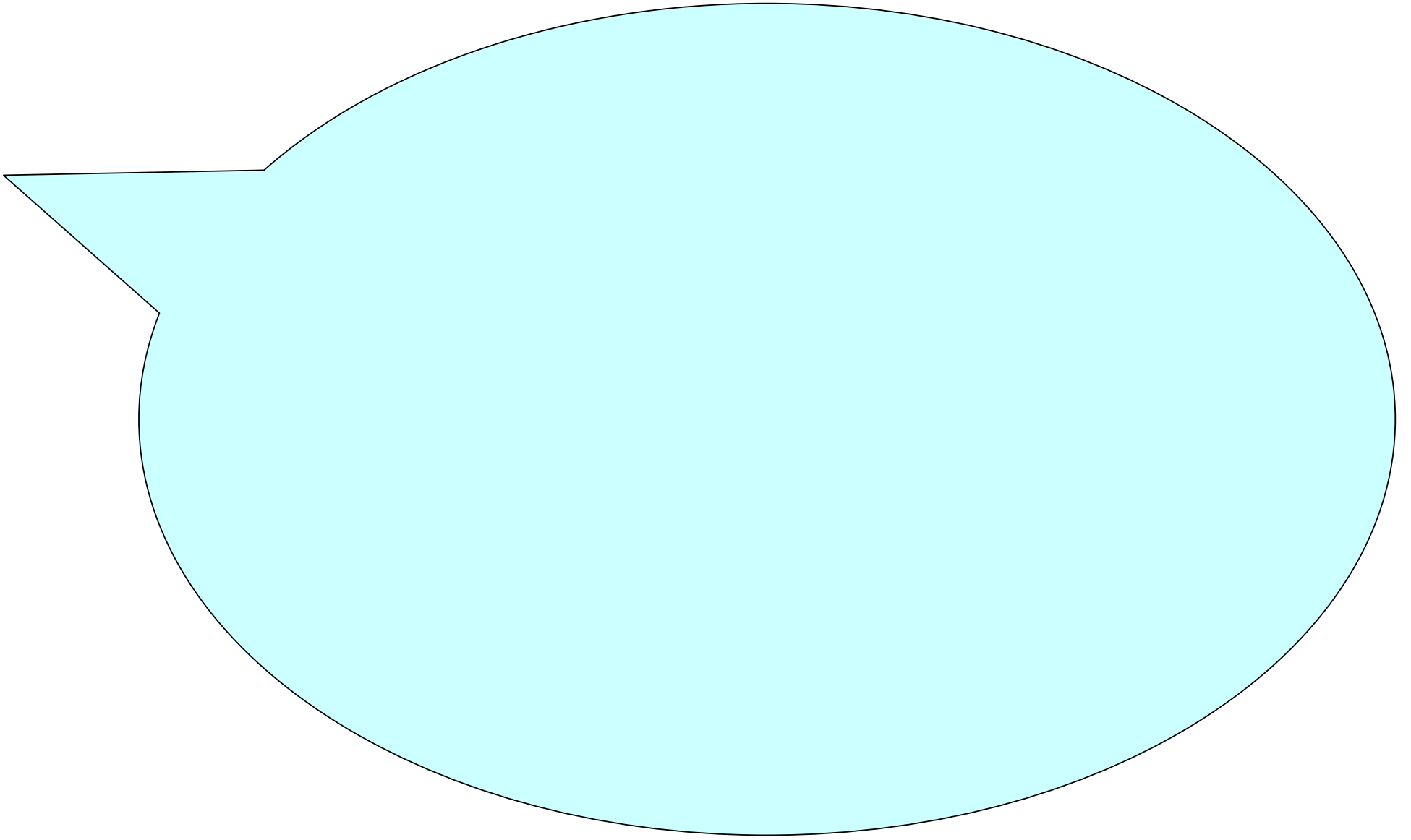


Facts & technical words

He is ...

She is ...

They are ...



Present tense