

Read through the non-chronological report below and then follow each of the instructions to complete your task.

Task 1:

Identify features of a Non-chronological report:

Title

Subtitle

Paragraphs

Conclusion

Introduction

Task 2:

Label three other features of the report.

Task 3:

Now write a list of language features that you think should be included in a fantastic non-chronological report.

A Non-Chronological Report about Non-Chronological Reports

Non-chronological reports are an interesting and clear way to convey information. These reports can be about almost everything. They come in all shapes and sizes, but there are common features shared by all non-chronological reports.

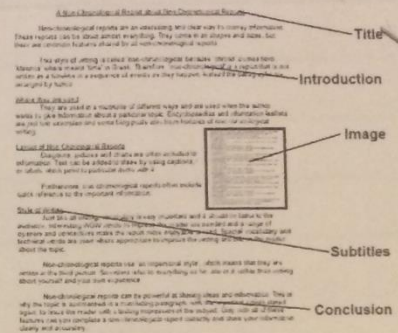
This style of writing is called 'non-chronological' because 'chrono' comes from 'khronos' which means 'time' in Greek. Therefore, 'non-chronological' is a report that is not written as a timeline in a sequence of events as they happen. Instead the paragraphs are arranged by topics.

Where they are used

They are used in a multitude of different ways and are used when the author wants to give information about a particular topic. Encyclopaedias and information leaflets are just two examples and some blog posts also have features of non-chronological writing.

Layout of Non-Chronological Reports

Diagrams, pictures and charts are often included to illustrate ideas and information. Text can be added to these by using captions, which appear near the image, or labels which point to particular items with it.



Furthermore, non-chronological reports often include some bullet points or lists for quick reference to the important information.

Style of Writing

Just like all writing, vocabulary is very important and it should be tailored to the audience. Interesting WOW words to impress the reader are needed and a range of openers and connectives make the report more enjoyable to read. Special vocabulary and technical words are used where appropriate to improve the writing and to inform the reader about the topic.

Non-chronological reports use 'an impersonal style', which means that they are written in the third person. So writers refer to everything as *he*, *she* or *it*, rather than writing about yourself and your own experience.

Non-chronological reports can be powerful at sharing ideas and information. This is why the topic is summarised in a concluding paragraph, with the important points stated again, to leave the reader with a lasting impression of the subject. Only with all of these features can you complete a non-chronological report correctly and share your information clearly and accurately.