

LEARN AT CHESTER ZOO

NON-CHRONOLOGICAL REPORT CHECKLIST

Does my report have....?

- ☐ **Topic title:** covering the whole subject
- ☐ **Introductory paragraph:** overview: who? what? where?
- ☐ **Paragraphs:** grouping separate ideas or information
- ☐ **Sub-headings:** used for each category
- ☐ **Fact boxes or bullet point lists:** could be used for some information
- ☐ **Factual language:** used in reports
- ☐ **Present tense:** verbs used in reports
- ☐ **Glossary:** explaining technical language
- ☐ **Third person:** making it impersonal
- ☐ **Formal tone:** used in non-chronological reports
- ☐ **Summary paragraph:** a summary conclusion

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