

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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