

# Planning a Report

Use this template to help you plan a non-chronological report about a planet of your choice.

Title	
Introduction (What will the report be about?)	
Subheading 1 (This could be a question.)	Picture
Paragraph 1	
Fact box  •  •  •	Subheading 2
	Paragraph 2

# Planning a Report

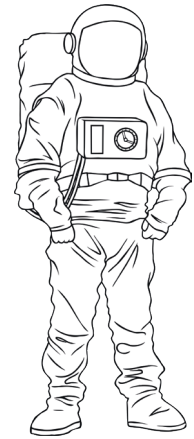
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Title	
Introduction	
Subheading 1	Picture
Paragraph 1	
	Caption
Fact box	Subheading 2
	Paragraph 2
Glossary	

# Planning a Report


### Features of a Non-Chronological Report

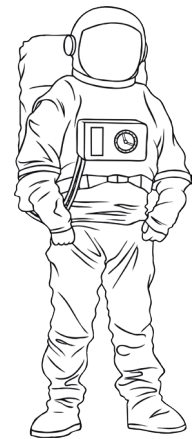
- A topic title which covers the whole subject
- A brief introduction paragraph which gives a who/what/where overview
- Information grouped into paragraphs, which may include subheadings
- Some information contained in fact boxes and bullet point lists
- Individual points supported by extra detail and examples or evidence
- Present tense verbs
- Third person pronouns and a formal tone
- Images with captions
- Diagrams and labels
- Technical vocabulary in bold with a glossary



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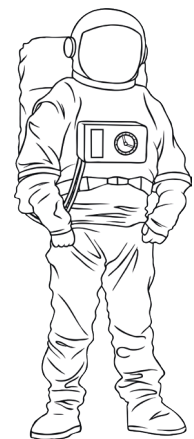
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