

HOW YOU CAN HELP WITH WRITING REPORTS

Functional Reports should always be factual and should not include personal conclusions, opinions or reflections. Factual reports should not contain phrases such as "I think....", "My opinion is....." etc.

- * Help your child to find information for their reports e.g. in a library, from the internet.
- * Encourage your child to write in their own words - they should not copy directly from books.
- * Encourage your child to plan what sections to use for their report before they start to write. Discuss the best order with them.
- * Encourage your child to proofread their writing carefully.
- * Encourage joined up, fluent handwriting and neat presentation.
- * Use plenty of praise and encouragement.
- * Make writing fun. Write some reports together!

Stow Primary School

Helping with Writing



Report Writing Second Level (2)

General statement
as an introduction

Birds of Prey

There are many different kinds of birds of prey and they are all adapted to their own way of hunting. Birds of prey are protected by law and as a result the numbers of these birds are beginning to rise again. The future of many species is secure due to conservationists studying their lives and setting up safe viewing areas where the birds can be watched without being disturbed.

Using their Senses

The two most important senses a Bird of Prey uses are sight and hearing. They have large eyes, much larger than the human eye, and they are set into the head so that they look straight forward. This is called binocular vision as they use both eyes at once which allows the birds to judge distances when they are hunting. The eye is long and the tubular shape allows the bird to spot prey from a long way away. The Common Buzzard can see a mouse in grass 100 metres away.

Hearing is important to nocturnal Birds of Prey. Some harriers and hawks use their excellent hearing to hunt their prey during the day. Birds' ear openings are quite small, set back from the eyes and cannot be seen as they are covered in feathers. Owls have feathers that look like ears on top of their heads but they are used for display and the ears are hidden under feathers on either side of the head.

Factual
and
impersonal

Bill and Talons

Birds of Prey have a strong bill which is sharp and hooked. Most of these birds do not use their bill to kill but use it to tear the flesh or to scavenge on carcasses. The main part of the body that these birds use to kill their prey are the feet, their toes have long, sharp, curved talons. As the bird catches its prey the toes clamp around the prey and the talons sink into the flesh and crushes it to death. Smaller birds of prey do not have such strong legs and have to kill their prey with a bite. The American Bald Eagle's feet are strong enough to catch and kill struggling salmon weighing as much as they do themselves.

Flight

Most birds use their strong chest muscles, pectorals, to make their wings flap and drive them through the air. The wings lift the flow of air and support the bird. All birds have differently shaped wings which are adapted to their lifestyle. Large birds of prey spend a lot of time soaring in the sky so have long, broad wings that glide on air currents

Correct use
of commas

Sub-
divided
sections

Series of
detailed
statements

Technical
terms

When writing functional reports children learn to:

use a factual
and impersonal
tone.

use a title,
topic headings
and sub-divide
sections.

write a general
statement as an
introduction.

write a series
of detailed
statements.

use technical
terms specific
to the topic.

write
explanations
that are simple,
clear
and linked.

Tools for Writing

- * Use full stops, commas and question marks accurately and experiment with other punctuation for effect e.g. exclamation marks, inverted commas, dashes, brackets, etc.
- * Accurate spelling of all common and familiar words.
- * Use a range of joining words e.g. although, however, since, in order to, etc.
- * Deliberately use adjectives and/or adverbs for detail and description.
- * Vary sentence beginnings and lengths.
- * Mark paragraphs correctly.