

Features of Non-Chronological Report

Structure & Layout:

- **Clear title** saying what the report is about
- **An introductory paragraph** – sets out the topic of the report
- **Sub-headings** – each topic section has its own titled paragraph
- **Topic paragraphs** – paragraphs can be read in any order
- **Diagrams and pictures/photos** with clear labels
- **Information boxes** containing snippets or key facts

Purpose:

- To present facts on a topic clearly.

Language:

- **Present tense**
- **Third person**
- **Technical** vocabulary, often in bold
- **Glossary** explaining technical vocabulary
- **Impersonal** language