



Non-chronological report - Year 4

Prior Knowledge:

- Write in the third person
- Organise ideas into paragraphs
- Use facts and formal language

Key features

Conclusion	States the opinion after considering all the points.
Co-ordinating conjunctions	A conjunction placed between words, phrases, clauses, or sentences of equal rank, e.g. and, but, or.
Facts	Information that is regarded as true
Formal vocabulary	Used to depersonalise a text when the reader is someone we do not know.
Fronted adverbials	A word (or a phrase for adverbial phrases) that is used for the same reason as adverbs, to modify a specific verb or clause.
Introduction	The first paragraph, giving brief information about the content.
Past tense	Actions that have happened in the past
Present tense	Actions which are currently happening
Subheading	Smaller titles in the piece of writing used to organise separate ideas which give the reader information about that piece of text
Subordinating conjunctions	A conjunction that introduces a subordinating clause, e.g. although, because.
Third person	Writing from another person's point of view or as an outsider looking in.
Title/Heading	The name of the piece of work which clearly covers the whole topic.

Purpose: Research and present facts based on a topic

Examples: non-fiction texts, information leaflets, fact files

Organisation, structure and effect

- Use a clear title
- Use an introductory paragraph to introduce the topic
- Put information into relevant sections/paragraphs
- Present facts and evidence given to support each point.
- Create cohesion across paragraphs using a wider range of cohesive devices – e.g. adverbials, conjunctions
- Make formal vocabulary choices
- Caption images and diagrams used to support your information
- Use appropriate subheadings to help organise information
- Writing should remain impersonal and unbiased
- Use the passive voice to present points of view e.g. it could be claimed that.... It is possible that...some could claim that....
- Technical language should be explained in a glossary or through the use of parenthesis