

Information Reports

What are information reports and why do we write them?

Information reports are written to classify and describe factual information about a certain topic or theme. We can write information reports on animals, cities, history, sport, people, companies and many more topics.

What structure is needed in an information report?

An information report includes:

- An opening general statement or general classification, which classifies the topic and/or theme and includes further technical information about the subject of the report.
- Descriptive information about various aspects of the topic or theme, which is organised into paragraphs, with or without subheadings and sections.

What are the main language features?

- Language of generalisation, for example: A dinosaur is...
- Language of description, for example: The Great Barrier Reef has beautiful, colourful coral formations.
- Language of comparison/contrast, for example: Trains are similar to trains.

What other features need to be included?

Text Cohesion

For a text to 'flow' there needs to be links and relationships established within the text. This is done through linkers back to something that has already been mentioned, like

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- Language of comparison/contrast, for example: Trains are similar to trains.

What other features need to be included?

Text Cohesion

For a text to 'flow' there needs to be links and relationships established within the text. This is done through linkers back to something that has already been mentioned, like words or groups. The sentences therefore show a link and are usually grammatical and groups. For example: Dinosaurs are... They walked on... They have small... They...

Subject/Topic Agreement

For example: The dinosaur has a tail. Dinosaurs have a tail.

Related language

The language related words and vocabulary that is specific to the particular topic or theme that is being written. When writing about dinosaurs, the related language would be subject to the particular topic. For example: dinosaur, bones, prehistoric.

Explicit/Implicit facts

For example: Fish come up to the surface of the water to breathe.

What skills are needed and developed when writing information reports?

Researching, organising, writing notes, summarising and summarising.

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