

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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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 phrases that are used are usually pronouns and groups, for example: Dinosaurs are... These animals are... These large animals... 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: species, fossils, dinosaurs.

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, taking notes, summarising and summarising.

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Sample Information Report For Year 5

Christian G. Meyer



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U.S. Geological Survey Open-file Report ,2004 **Code of Federal Regulations** United States. Internal Revenue Service, 2012 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of April 1 with ancillaries **Code of Federal Regulations, Title 26, Internal Revenue, Pt. 1 (Sections 1.1551-End of Pt. 1), Revised as of April 1, 2011** ,2011-05-23 The Code of Federal Regulations is a codification of the general and permanent rules published in the Federal Register by the Executive

departments and agencies of the United States Federal Government *Wiley GAAP for Governments 2019* Warren Ruppel, 2019-11-26 The authoritative guide to governmental GAAP compliance fully updated for 2019 Wiley GAAP for Governments 2019 is the definitive resource for accurate information on the latest pronouncements and guidelines applicable to state and local governments and entities Designed as a practical application guide for professional users this comprehensive resource provides expert coverage of all significant developments to governmental accounting principles over the previous year Focusing on practical application this essential guide provides detailed information on all relevant areas of GAAP including general and special revenue funds capital project funds and debt service funds derivative instruments and many more This book incorporates all of the pronouncements issued by the Governmental Accounting Standards Board GASB as well as proposed new statements or interpretations currently outstanding and relevant information on the GASB agenda for the upcoming year Governmental accounting standards are continuously evolving and practitioners must stay up to date with the latest changes if compliance is to be maintained This invaluable guide offers in depth guidance on GAAP standards interpretation applications and procedures to help you Keep pace with the latest accounting pronouncements Ensure compliance with all GAAP required disclosure guidelines Understand how GAAP applies to school districts public institutions and individual pension plans Strengthen understanding of material with flowcharts diagrams and charts This efficiently organized guide enables users to locate understand and apply relevant information with ease Wiley GAAP for Governments 2019 provides financial reporters with expert guidance and up to date information required to ensure compliance and lighten the workload Highly regarded for its efficient and accurate coverage of material this book is the definitive reference for financial professionals **Miscellaneous Publication** ,1939 **5500 Preparer's Manual for 2016 Plan Years** Fisher, Andersen, 2017-03-21 The premier resource in the field of Form 5500 preparation 5500 Preparer s Manual will help you handle the required annual Form 5500 filings for both pension benefits and welfare benefit plans Written by an expert in the field of Form 5500 preparation the 2016 Plan Years edition provides Up to date line by line explanations making it easy to prepare forms for filings At a glance charts and examples covering key requirements filing summaries due dates penalties and more Step by step instructions for electronic filing including electronic signatures transmission and accessing government software And more The 2016 Plan Years edition has been completely updated to include guidance on Discussion of the Form 5500 2019 plan year proposed modernization changes DOL proposed annual compliance reporting for small plans that are currently exempt from annual reporting to file a newly proposed Schedule J Group Health Plan Information in addition to completing certain Form 5500 elements Detailed listings of ERISA and non ERISA health and welfare benefits to clarify which are required to be reported on a Form 5500 filing ERISA Filing Acceptance System 2 EFAST2 processes and requirements for mandatory electronic filing and how to amend the Form 5500 filings using the electronic system Late filings the DOL s Delinquent Filer Voluntary Compliance DFVC Program and the latest IRS rules that must be satisfied in order to

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