

Non-Chronological Report Text Features Key

Here are the features of a report text. Use your coloured pens, pencils or highlighters to find parts of your writing which show each feature. For example, you could colour the 'factual language' box in red, then use the same colour to underline examples of this in your writing.



	Topic title.		Neat joined up handwriting.
	Brief introduction paragraph gives who/ what/ where overview.		Capital letters and full stops used correctly.
	Information organised into categories. (Paragraphs)		Formal tone. (No contractions like don't and didn't)
	Each paragraph has a sub-heading.		Present tense words.
	Some information may be in fact boxes or bullet-point lists.		Factual language and words. (EG. Antennae)
	Diagrams or pictures		Captions to explain what each picture is.