Non-Chronological Report Writer's Toolkit

Layout:
- A reason and/or invitation to read on;
- Sections may have one or more paragraphs, to mark new information, subsections etc
- Sections start with a topic sentence to capture interest and define subject
- More detailed definitions
- A range of interesting facts and ideas about the topic in a sequence which builds up information logically;
- References to sources of evidence to add authority
- A conclusion with an interesting nugget of information to sustain the reader's interest

Language/sentence structure:
- Expanded range of conjunctions and generalisers
- Use of provisional statements with words and phrases like *usually…, seem to be…, tend to…,*
- Technical vocabulary to add precision
- Opinions as well as facts
- Varied sentence structure, length and type e.g.
  - complex sentences to combine information clearly and precisely
  - varied sentence style and length to keep the reader interested
  - sentences with lists of three
  - active and passive voices
  - Conditional and hypothetical (*if…then…*) Sentences
  - exclamation sentences: