

We are learning to write good non-chronological reports

My success criteria	1	2	3	4	5
My heading: I create a good title. (I think about whether it would be a good idea to phrase the title as a question.)					
My opening paragraph: <ul style="list-style-type: none"> • says what my report is about in a clear way 					
<ul style="list-style-type: none"> • gives a general "classification" - and maybe a technical classification 					
<ul style="list-style-type: none"> • outlines the main features of the subject 					
My main paragraphs: <ul style="list-style-type: none"> • have sub-headings where helpful 					
<ul style="list-style-type: none"> • have short, clear opening sentences 					
<ul style="list-style-type: none"> • give detailed information about different aspects of the subject 					
<ul style="list-style-type: none"> • include specific, technical vocabulary 					
<ul style="list-style-type: none"> • are balanced (have a similar amount of detail about the different aspects I write about) 					
I organise my ideas so that each paragraph is about a different aspect of the subject.					
I think about whether it is helpful to include: tables, pictures and/or diagrams to add information concisely					
My end paragraph: <ul style="list-style-type: none"> • draws the report together - it may put the subject in context 					
<ul style="list-style-type: none"> • may give a personal opinion; ask the reader a question and/or tell the reader where further information may be found 					

1. _____
2. _____
3. _____
4. _____
5. _____

My comments: (e.g. what I learned, what I thought about my work, what helped me improve)

Planning a non-chronological report

My success criteria	1	2	3	4	5
Finding information: <ul style="list-style-type: none"> I can use a range of resources (e.g. books, CD-ROM, internet) to gather information I can select useful facts from these different sources I choose relevant information I think about what will interest the reader when choosing information 					
Planning the structure of my report: <ul style="list-style-type: none"> I decide whether to use a spidergram or a grid for my planning I organise my ideas under clear headings I plan using notes I make sure my notes are recorded under the right heading I plan my introduction and final paragraphs 					
Improving my report: <ul style="list-style-type: none"> I read my writing through to make sure that someone who knows nothing about the subject would find it easy to understand I look for opportunities to use stronger, more powerful vocabulary/technical vocabulary I check that my introduction and final paragraph will interest the reader 					
When I have finished writing my report, I read it through carefully to make sure that <ul style="list-style-type: none"> I have said what I wanted to I have put the information across clearly and that I have used the best vocabulary My punctuation is accurate My spelling is accurate 					

Sentence starter checklist

	1	2	3	4	5
verb (~ing)					
adverb (including ~/y)					
connective (eg. although, despite, while, when, because)					