

Knowledge Organiser	Subject	Topic
Year 4	English	Non-Chronological Report

A non-chronological report is a text which isn't written in time order. They are normally non-fiction texts which give information on a subject or event, without referring to the order in which things happen.

Pupils will encounter a variety of non-chronological report types and will use the skills taught in lessons to:

- Successfully plan a non-chronological report before writing.
- Group information logically into different paragraph.
- Use key features of the report.
- Use the correct verb tense or tenses to express their points.

Types of Non-Chronological Report

There are several different kinds of non-chronological report. These include:

- Information leaflet
- Instructions
- Newspaper report or magazine article
- Formal letter
- Non-fiction book

Generally, non-chronological reports should cover a single topic or theme. Any report which mixes different topics can easily become confused and incoherent.

Features of a Non-Chronological Report

Non-chronological reports follow a general structure and should include some of the following features:

- A topic title which covers the whole subject.
- A brief introduction paragraph which gives a who/what/where overview.
- Information grouped into paragraphs, which may include a sub-heading.
- Some information might be contained in fact boxes and bullet-point lists.
- Individual points supported by extra detail and examples or evidence.
- Present tense verbs, unless the report is historical.
- Third person pronouns and a formal tone

These features vary between the different types of report and the writer should consider which features to include before beginning the process.

Non-Chronological Reports

We write non-chronological reports to give people information on a particular subject.

Examples

- non-fiction book
- information leaflet
- fact sheet or fact file



Structure

- use a title
- write an introduction
- put your information into sections
- give each section a sub-heading
- use facts that you have researched
- include pictures with captions



Language Features

- use formal language, e.g. habitat, astronaut, monarch
- remember your full stops and capital letters
- add apostrophes to show possession, e.g. The Queen's birthday.
- use 'that', 'because', 'when' and 'if' to create longer sentences



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Non-Chronological Reports

Purpose: to describe the way things are

Examples	Structure	Language Features
Letter	Opening contains a general classification	Present tense
Non fiction book	A description of their chosen subject	Technical vocabulary relevant to the subject
Information leaflet	Paragraphs about different aspects of the subject	Descriptive and factual language
Catalogue	Conclusion	General language
Magazine article		Third Person



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