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Non-Chronological Report Text Features Key

Text Title: _____

Here are the features of a report text. Use your coloured pens, pencils or highlighters to identify parts of your text which show each feature. For example, you could colour the 'present tense verbs' box in red, then use the **same** colour to underline examples of the present tense in your text.

	Topic title covers the whole subject.		**Factual language** and description.
	Brief **introduction paragraph** gives who/ what/ where overview.		**Present tense** verbs (unless it's a historical report).
	Information organised into **categories**.		**Technical language** may be explained in a **glossary**.
	Each category has a **sub-heading**.		**Third person** makes it impersonal.
	Some information may be in **fact boxes or bullet-point** lists.		**Formal tone.**
	Extra details support the main points.		**General language**, not particular examples.

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