

Information Report Writing



We are using the language features of information report writing to design and produce an item to inform a Year 7-8 audience.



To be successful we will need:

- To know what language features to use
- Use a variety of information sources. Aim for 2 written texts and 2 online texts or videos.
- Take notes using headings and subheadings.
- To choose a way to present your info. It could be a poster, pamphlet, short slide show or short booklet.
- **To be completed by this Friday 5th April. You have 3 sessions.**

Present Tense



The tense in writing is always related to time i.e. past, present and future.

Present tense uses verbs to describe **things that happen repeatedly in the present** or to share **factual information**.

Examples:

From the moment sea turtles are born, they face dangers.



The Titanic needs to burn 825 tons of coal every day to run its three large steam engines.



These are true facts for today.

You are writing about things that are happening today.

This is called using the **present tense.**

Use technical words.

Technical Language

Don't simplify your language! Use the technical and detailed vocabulary that is part of your facts and information.

Examples:

Most rainforests are structured in four layers: emergent (tallest trees), canopy, understory and forest floor.



Subject Specific Nouns



A **specific noun** is a word that names a certain person, place, thing, or idea. Replacing general nouns with specific ones will make your writing clearer and more precise for your readers.

	General Noun	More Specific	Most Specific
Person	man	scientist	Albert Einstein
Place	location	planet	Mars
Thing	plant	tree	Kauri
Idea	fashion	clothes	tuxedo



Use the proper names to lift the quality of your writing.

How many of these could you include?

Transitional Words & Phrases

Use these transitional words and phrases to help you link information and ideas as you're crafting your sentences and paragraphs.



To Add Information or Detail	To Illustrate	To Emphasise	To Generalise	To Conclude
additionally in addition also besides equally important furthermore in addition moreover too again first nevertheless otherwise or second	for example for instance thus in other words as an illustration in particular at other times besides this furthermore however in fact in spite of this similarly to explain to illustrate	above all certainly in essence in fact in other words equally important in contrast most importantly now specifically surely therefore whereas yet	all in all as a rule as usual for the most part generally generally speaking in general on the whole ordinarily typically usually	finally in conclusion last lastly still to wrap it up to conclude

