

Non-Chronological Reports

A non-chronological report is a non-fiction text that provides a written factual description about a particular subject.

- They are written in the **present tense**.
- They are not written using any time order as they are simply factual descriptions. As such, they are called **non-chronological** reports.
- **Title:** the title is the **main heading**, offering the reader a clear sense about the **content** of the report.
- An **introduction paragraph** is used to introduce the subject of the report. This is a simple, general description.
- The following paragraphs offer the reader a **more detailed descriptions** moving from simple details into more complicated descriptions arranged using **sub-headings** for each new focus.
- Finally a **summary paragraph** may be included at the end to sum information up.
- A **glossary** may need to be used to explain **technical words or phrases**.
- **Labelled diagrams, illustrations, photographs, charts and graphs** may be used to help you explain your ideas clearly. **Captions** next to these features help to explain what they are showing.
- To locate information in a non-chronological report, try **skimming** the text to gain a broad idea of the content. If you are looking for a particular word or phrase, simply **scan** the text without actually reading it.

