

PRESENT FACTS CLEARLY. INFORM YOUR READER.

WHAT IS AN INFORMATION REPORT?

An information report presents facts about a topic in a clear, organized and objective way. It helps the reader learn or understand something.

PURPOSE

- To inform
- To describe a topic
- To explain key features
- To present facts
- To increase understanding

KEY FEATURES

- THIRD PERSON**
Uses he, she, it, they or the topic (e.g. "Penguins are...").
- PRESENT TENSE**
Uses present tense to describe facts.
- FACTS & DATA**
Includes facts, statistics, dates, measurements.
- TECHNICAL LANGUAGE**
Uses subject-specific vocabulary.
- HEADINGS & SUBHEADINGS**
Information is organised clearly using headings.
- DIAGRAMS & IMAGES**
Tables, charts, diagrams or labels support the text.

EXAMPLE EXTRACT (ANNOTATED)

THE EMPEROR PENGUIN



Introduction

The emperor penguin (*Aptenodytes forsteri*) is the largest species of penguin. It lives in the freezing waters and on the ice of Antarctica.

Appearance

Emperor penguins can grow up to 1.2 metres tall and weigh between 20 and 45 kilograms. They have black backs, white bellies and yellow-orange markings on their necks. Their thick layer of fat and waterproof feathers keep them warm.

Habitat

Emperor penguins live in Antarctica, where temperatures can drop to -60°C. They rely on sea ice for breeding and rest, and they spend most of their lives in or near the ocean, feeding on fish, squid and krill.

Diet

Emperor penguins are carnivores. They dive deep into the ocean to catch food. They can hold their breath for up to 20 minutes and dive deeper than 500 metres.

Reproduction

Emperor penguins breed during the Antarctic winter. The male keeps the egg warm on his feet under a fold of skin called a brood pouch, while the female goes to sea to feed.

Conclusion

The emperor penguin is specially adapted to survive in one of the harshest environments on Earth. Its survival depends on sea ice and healthy oceans.

1 INTRODUCTION

Gives the topic and a general overview.

2 APPEARANCE

Describes key physical features.

3 HABITAT

Explains where it lives and conditions.

4 DIET

Explains food and how it is obtained.

5 REPRODUCTION

Explains how it breeds and raises young.

6 CONCLUSION

Summarises main ideas or importance.

TEXT STRUCTURE

- TITLE**
Clearly states the topic
- INTRODUCTION**
Gives an overview of the topic
- SECTIONS / SUBHEADINGS**
Organised information on different aspects
- CONCLUSION**
Summarises key points or importance

LANGUAGE FEATURES

- Formal tone**
Serious, objective and unbiased.
- Vocabulary**
Subject-specific and precise.
- Third person**
He, she, it, they or the topic.
- Present tense**
Penguins live... They have...
- Passive voice (optional)**
The egg is kept warm by the male.
- Connectives**
In addition, however, therefore, for example.
- Numbers & statistics**
35% of... Up to... On average...

USEFUL REPORT HEADINGS

- Introduction
- Appearance / Physical Features
- Habitat
- Diet / Feeding
- Behaviour
- Life Cycle / Reproduction
- Threats / Conservation
- Importance / Conclusion

TOP TIP

Use headings that match the information you want to include. Not every report needs all headings.

REPORT CHECKLIST

- I have a clear title.
- I have an introduction.
- I have used headings and subheadings.
- I have included key facts.
- I have used present tense.
- I have used technical vocabulary.
- I have included numbers or data (if possible).
- I have used diagrams, labels or images.
- I have ended with a conclusion.
- I have checked my spelling and punctuation.

STRONG vs WEAK REPORTS

WEAK

- Not organised
- Lots of opinion
- Informal language
- Few facts or details
- No headings
- Repeats information

Example (Weak):

Penguins are really cute animals. I think they are the best because they look nice. They live in Antarctica. They eat fish. That's all I know.

STRONG

- Clear structure
- Uses facts and data
- Formal and objective
- Precise vocabulary
- Headings and subheadings
- Diagrams or images

Example (Strong):

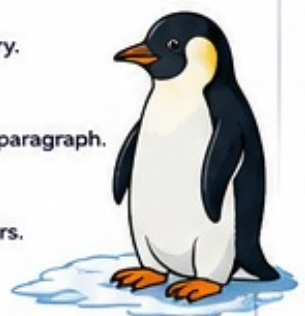
Penguins are flightless birds found only in the Southern Hemisphere. There are 18 penguin species. They have adapted to life in cold environments by...

USEFUL REPORT STARTERS

- INTRODUCTION**
The ... is a type of ...
It is found in ...
- APPEARANCE**
It has ... / It is ... in size.
Its body is covered in ...
- HABITAT**
It lives in ... where ...
This environment is ...
- DIET**
It feeds on ...
It catches its food by ...
- BEHAVIOUR**
It is known for ...
It spends most of its time ...
- CONCLUSION**
Overall, ... is an important ...
In conclusion, ...

COMMON MISTAKES

- Using "I think" or personal opinion.
- Writing in the wrong tense.
- Not using headings.
- Not using technical vocabulary.
- Copying and pasting.
- Too much information in one paragraph.
- No conclusion.
- Spelling and punctuation errors.



CHALLENGE: IMPROVE IT!

Rewrite the weak paragraph below to make it a strong information report paragraph using facts, technical vocabulary and present tense.

Weak paragraph:

Sharks are scary animals that live in the sea. They have big teeth and can bite people. I think sharks are dangerous. They swim in the ocean and eat fish.

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SHOW, DON'T TELL

Be specific and factual.

- Don't say:**
It is very big.
- Instead say:**
It can grow up to 12 metres long and weigh over 2 tonnes.



PLAN - WRITE - CHECK



PLAN

Think about your topic and plan your headings.



WRITE

Write your report using facts and clear language.



CHECK

Check your facts, spelling and structure.



INFORM WITH **FACTS**. ORGANISE WITH **HEADINGS**. EXPLAIN WITH **CLARITY**.

A clear report helps your reader learn and understand.

