

# Information report

Classify and explain a topic for a reader

## COMMON FORMS

Animal, place, historical period, scientific phenomenon

## TEXT SHAPE

General classification → grouped facts by subtopic

## FEATURES AND LANGUAGE

Present tense; technical nouns; relational verbs; headings; general participants

## PLAN AND TEACH IT

Group facts under useful headings. Separate what is generally true from a single example.

## tone and register

Objective and precise; usually third person and formal subject vocabulary.

## LINKED CLASSROOM ACTIVITIES

Try: Definition from Features · Method in Sequence · Morphology Word Builder

## A MODEL TO NOTICE

Bring a short example. Ask who it is for, what it is trying to do and which feature helps it work. Compare it with a less effective draft.

## QUICK CHECKLIST

- ☐ The opening makes the purpose clear: Classify and explain a topic for a reader.
- ☐ Each part has a clear place and moves the reader towards the purpose.
- ☐ The language features, tone and level of formality fit the reader and situation.

## A QUICK CLASSROOM ROUTINE

- 1 NOTICE** Read a model for purpose, shape and audience.
- 2 REHEARSE** Practise a useful sentence or language feature aloud.
- 3 WRITE** Plan, draft and use the guide as a checklist.
- 4 REVIEW** Ask a partner whether the text does its job; revise one feature.  
Keep the subject thinking ambitious. Make the language visible, practise it, then fade the support.