



Information Report Plan

© Adapted by M. Kirkland & M. Samuels from
 "Targeting text..." (Blake Education)
 "Stepping Out" materials & "Write Ways" by L.W. Jan

TITLE:

	Hints	Draft
Introduction Paragraph 1	General opening statement to introduce the topic. This may include a short description, definition or classification of the subject or topic.	
Body Paragraphs 2, 3 & 4 etc.	Each paragraph describes one aspect of the topic. Headings should be used. Each paragraph begins with a topic sentence. Follow with details that support the topic sentence. Use diagrams, maps and pictures to give more information.	
	Heading: Topic sentence: Supporting details:	
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Conclusion or Summary Last Paragraph	Concluding information or summary paragraph. Restate what the report is about.	
Resources Provide a bibliography of resources and references used (if appropriate).		

Language:

- Use specific technical vocabulary and descriptive language.
- Use third person objective language.
- Determine which tense is appropriate to your report:
Present tense: "The platypus is one of Australia's most interesting marsupials." OR
Past tense: "The ancient Egyptians worshipped the Nile River."
- The language of comparison could be used, eg "compared with", "smaller than", "greatest", "different from", "like..."
- Your report should be well-organised under headings provided, clearly and neatly presented.
- Check that graphs and diagrams are clearly labelled.
- Proof-read and edit your report.