

Writing Information Reports

How to Structure an Information Report

Purpose: To describe and classify information using a logical sequence of facts.

Opening Statement

The opening statement introduces the topic of your report and gives a taster of what information will be covered.

Body Paragraphs

Each paragraph should be about a different part of your topic and have lots of facts about your topic.

Begin each paragraph with a topic/statement sentence that introduces your point for that paragraph.

Norse mythology features lots of names we still know today.

From there, give examples and facts to back up your statement.

Thanks to popular superhero movies, we all know Loki and Thor. Loki, the God of Mischief, is a troublemaking trickster who can shape-shift into different animals or people at will. The God of Thunder, Thor, is the origin of the word 'thunder' in the English language.

Each of your body paragraphs should be about a different part of your topic and your facts should be organised into those paragraphs.

Summary

Your summary should be a short paragraph giving your final points on your topic in a few sentences.

Images

Sometimes in information reports, it can be helpful to have photos, maps, illustrations or diagrams to back up your information. There shouldn't be too many of these though, as the important information should be in the writing and backed up by the image.