

Writing Information Reports

Planning Information Reports

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

Use this sheet to plan your information report. Use bullet points or short sentences to organise your ideas.

Topic: _____

Opening Statement

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

Body Paragraphs

Begin each paragraph with a topic/statement sentence that introduces your point for that paragraph. From there, give examples and facts to back up your statement.

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

First Point: _____

Summary

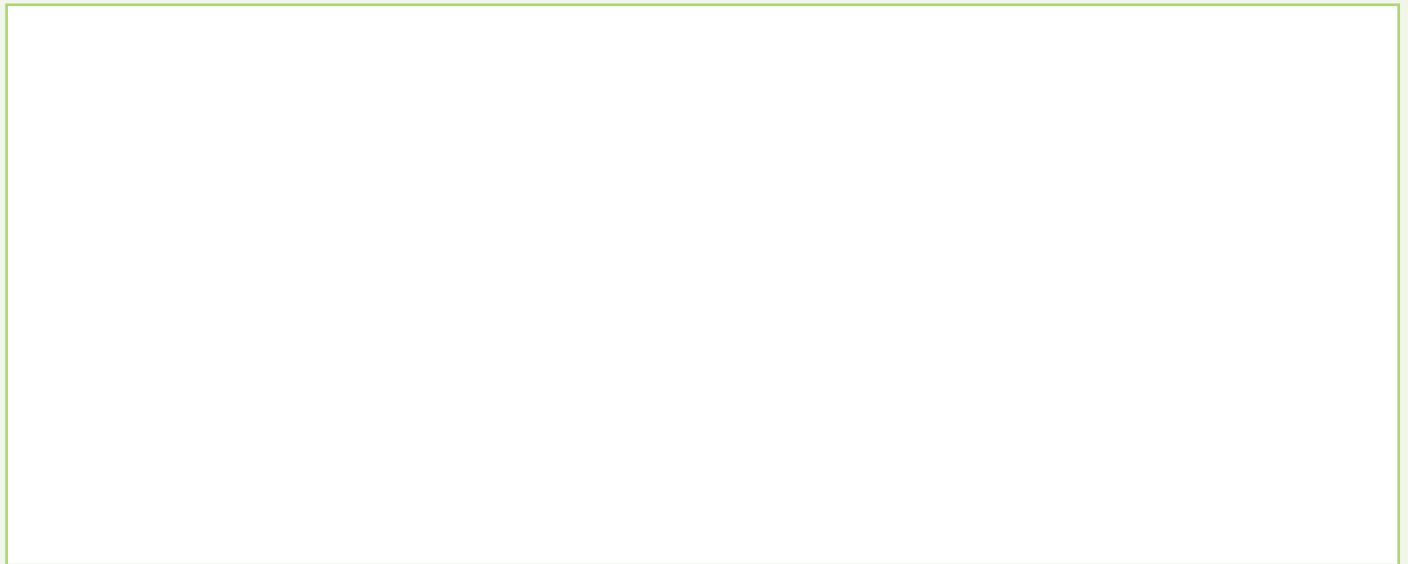
Your summary should be a short paragraph giving your final points on your topic in a few sentences.



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.

Some images I might want to use are:



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Body Paragraph Two

Begin each paragraph with a topic/statement sentence that introduces your point for that paragraph. From there, give examples and facts to back up your statement.

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Second Point: _____

Summary

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Second Point: _____

Body Paragraph Three

Begin each paragraph with a topic/statement sentence that introduces your point for that paragraph. From there, give examples and facts to back up your statement.

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Third Point: _____

Summary

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