

Information Report Checklist

Features of Information Reports	
Present tense	
Uses action verbs (climb, eat, jump)	
Uses linking verbs (is, are, has, have)	
May include diagrams, photos, illustrations or maps to support information	
Uses factual descriptive language (size, shape, colour, habits, etc.)	
Uses technical or scientific language	
Is organised appropriately (opening statement, body paragraphs, summary)	
Includes supporting evidence (facts, examples, quotes)	
Spelling and grammar have been checked	