

Information Reports

Example of Planning an Information Report

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.

Opening Statement

Introduce the topic of your report and give a taster of what information will be covered.

Example: Kiwi

- Native to Aotearoa
- Short physical description: nocturnal, flightless, long beak
- Vulnerable species
- Scientific name = Apteryx (wingless)

Body Paragraphs

Begin each paragraph with a topic/statement sentence that introduces your focus for that section. Then give examples and facts to back up your statement.

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

Example Paragraph One: description/physical features/what they look like

- Five species: brown kiwi, great spotted kiwi/rorua, little spotted kiwi, rowi, and tokoeka
- Flightless because of muscle and bone structure — explain
- Describe: long beak, hairlike feathers, brown, nocturnal, nostrils at end of beak
- Strong legs
- Excellent sense of smell and hearing

Example Paragraph Two: *habitat/what they eat/habits*

- Live in the bush: wetlands/steep areas/lots of trees and bushes
- Dig into swampy land/grassy areas to hide the burrow
- Behaviour during day/night: rest during day, sniff for food at night
- What they eat: grubs, worms, bugs, berries and seeds
- Can sneeze dirt out of nose
- Use legs to open logs for food

Example Paragraph Three: *threats to species/why kiwi are vulnerable*

- Pre-1800 no predators besides laughing owl
- Hunted until 1908, law banning hunting passed
- Pests introduced by colonial settlers during the 1800s – dogs, cats, stoats, rats, and ferrets. Pests ate kiwi/eggs and kiwi population dropped
- 68,000 kiwi left, 2% die every year
- D.O.C. and iwi groups lead conservation efforts to protect kiwi population

Summary

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

Example:

- Kiwi are a taonga (treasure)
- Their habitat needs to be looked after
- They are a national symbol

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, backed up by the image.

Some images I might want to use are:

Example:

- A kiwi
- A kiwi and its egg to show how big it is
- Kiwi habitat/burrow
- Predators of kiwi