|  |  |
| --- | --- |
| Non Chronological Report – Tool Kit | Have I? |
| Brief introduction – who what, where, when… |  |
| Written in the 3rd person (this makes it impersonal) |  |
| Technical vocabulary that is factual and descriptive |  |
| Formal tone (no slang or informal language) |  |
| Organised in to paragraphs with sub-headings |  |
| Use a fact box or did you know |  |
| Use a glossary for key terms |  |
| Parts may be written in the passive voice |  |
| Use a relative clause |  |
| Use a range of different conjunctions |  |
| Use an adverbial of time |  |
| Use an adverbial of manner |  |
| Ensure you have opened your sentences in at least three different ways |  |

**WALT use the tool kit to understand and locate key features of a non-chronological report.**