Planning Template – Non-Chron Report

You are aiming for two or three separate sections. You may include more if your individual sections are quite short. The planning template below should guide you with what to include. Use this in conjunction with the **WAGOLL** and **BBC Bitesize Daily Lesson**.

Section	What to include
1. Introduction	- Explain what or who you are writing about and what makes them special or successful.
2.	
3.	
4. If needed	
5. If needed	

The key features of a formal report (taken from BBC Bitesize):

- Research your topic first - find out key facts, interesting information and organise into groups.
- Brief introduction - explain what or who you are writing about and why it or they are special.
- Sub-headings - break up your writing into easily identifiable sections.
- Formal language.
- Complex sentences, including subordinate clause sentences (It was a lovely day until it started raining), and relative clause sentences (Maham, who was fast, ran past the defender).
- Facts only - use statistics or studies to support your points, but don't include your opinion.
- Layout - make your report clear and use pictures to illustrate key points.