Somerset Bridge Primary School
Aspire - Brave - Care - Collaborate

English Year 4: Non-Chronological Reports

Wizards

Toolkit	✓
A heading that covers the whole topic of the writing.	
A brief introductory paragraph.	
Information organised into paragraphs.	
Sub headings used to organize each set of facts.	
Information in facts boxes/ bullet point lists.	
Written in the present tense.	
Written in the third person.	
Use topic vocabulary linked to the subject of the report.	
Formal language.	

Word Bank

inform	**describe**	**explain**	**fact/ factual**
summary	**conclude**	**subject**	**research**
evidence	**prove**	**data**	**accurate**
Amazingly…	**Furthermore …**	**Consequently …**	**Fortunately…**

Types of Non Chronological Reports

Non- fiction books

Information leaflet

Fact sheet or fact file

Key Vocabulary		✓
Sub heading	Small headings throughout the text to group facts into sections	
Fact	Something written that is known to be true.	
Present tense	Used when we write about something that is going on now.	
Third person	Verbs which show we are writing about someone / something else - **they, their, it, itself**	
Formal language	Used when we are writing for people we don't know.	
Topic vocabulary	Words related to the subject we are writing about.	
Glossary	At the end of the report. Explains the meaning of new, topic vocabulary.	

Purpose

To give information to the reader on a particular topic.

Year 3/4 WRITING RULES

- **Use the correct punctuation** CL / . / , / ! / ? / “” / ‘
- **Finger spaces between words.**
- **Use spelling rules I've learnt.**
- **Spell some Yr 3/ 4 tricky words correctly.**
- **Joined handwriting**
- **Proof read my work to check for mistakes.**