

Information Report

Purpose: What is an Information Report?

An information report provides factual information about a class of things, usually by classifying them, and then describing their characteristics.

Examples of Information Report Texts:

- Reference articles
- Journals
- Scientific articles
- Lectures
- Notes
- School reports

Structure: What goes into an Information Report?

1. Opening statement that identifies and classifies the topic.
2. A series of paragraphs where each paragraph provides information a different part of the topic.
3. An optional concluding paragraph that summarises the contents of the report.

Text-Type: Information Report - Scaffold

Purpose: to present factual information

Structure:

<p>General Statement: defining the topic / subject</p>	
<p>Body: a series of paragraphs, each providing information about different aspects of the topic / subject</p>	<p>Paragraph 1</p>
	<p>Paragraph 2</p>
	<p>Paragraph 3</p>
<p>Conclusion: (optional) a statement that summarises the contents of the report</p>	

LANGUAGE FEATURES:

A. Subject Specific Terminology

B. Tense:
Present or past

C. Person:
Third

D. Word Choice:
Descriptive Words (adjectives, adverbs);
Common Nouns;
Words used to show the order of events

E. Specifications: