Non-Chronological Reports

Does your non-chronological report include...	
a topic title that covers the whole subject?	
a brief introduction paragraph?	
information that is organised into paragraphs?	
sub-headings for each category?	
information in fact boxes and/ or bullet-marked lists?	
extra details to support the main points?	
factual language?	
present tense verbs (unless it is a historical report)?	
a glossary that explains technical language?	
sentences written in a formal tone?	
impersonal writing in the third person?	

Sentence Starters to Engage the Reader

An important thing...

Despite the fact that...

Did you know that...?

Have you ever wondered...?

Many people think that...

Would it surprise you to hear...?

Word Bank

accurate	diagram	photograph
background	explain	research
caption	factual	section
clarify	glossary	statistics
conclusion	informative	subject
data	introduce	summary
description	outline	

Examples of a Formal Tone

It is advisable to be aware that...

It is crucial to remember...

Are you aware that...?

Are you able to imagine...?

... the majority of the time...

The study was performed...

... at regular intervals.

Upon thorough examination,...

... additional details...

Scientists recommend that...

Third Person

he	she	they	themselves	it	itself
him	his	her	hers	its	their

Fronted Adverbials

Amazingly,...

As a result,...

Consequently,...

Finally,...

Fortunately,...

Frequently,...

Furthermore,...

Generally,...

In addition,...

In summary,...

Incredibly,...

Normally,...

Often,...

Sometimes,...

Strangely enough,...

Surprisingly,...

Unfortunately,...

Unusually,...

Usually,...

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Non-Chronological Reports

Key Features

- a title
- a brief introduction
- sub-headings
- a fact box
- a bullet-marked list
- present tense verbs
- a glossary
- formal tone
- use of the third person
- extra details to support the main points
- information that is organised into paragraphs

The Ivory Bangle Lady

In 1901, a **sarcophagus** was unearthed in York, England. Within it, the skeletal remains of an ancient human lay among beautiful pieces of jewellery. While there are many things that we now think that we know about this person, her name is not one of them. For this reason, she is lovingly known as the Ivory Bangle Lady.

What Was Found

Much of what we think we know about the Ivory Bangle Lady has been deduced because of the personal items that were found with her.

- Bangles made from jet and ivory were unearthed. They were probably bought from a local market but could have been made in Italy and imported.
- Glassware was found in the form of a bracelet, two earrings, a small jug and a mirror. Glass jewellery was very popular in Roman Britain. This glassware shows that the Ivory Bangle Lady was aware of her appearance.
- The sarcophagus contained a bone plaque which was carved with Latin words which translate into English to mean 'Hail, sister! May you live in God.' This implies that the Ivory Bangle Lady could have been Christian.

Did You Know...?

The Ivory Bangle Lady migrated to York later in her life and she was one of many migrants with African heritage who made the city their home.

Studying Her Bones

Osteoarchaeologists have been able to find out a lot about what the Ivory Bangle Lady would have been like. Her skeleton shows that she would have been 152-160cm tall and was between 18 and 23 years old at the time of her death. She lived during the later part of the 4th century AD.

Glossary

sarcophagus: A stone coffin.
osteoarchaeologists: People who study human skeletons.

Key Vocabulary

glossary: An alphabetical list of words and their definitions in relation to a specific topic.

paragraph: A chunk of writing that usually deals with a single idea or theme.

present tense: A tense that expresses an action that is currently going on or generally always exists.

sub-heading: A heading given to a small section of writing to tell you what that section is about.

third person: Third-person writing is from another person's point of view or as an outsider looking in. Third person uses pronouns, such as: 'he', 'she', 'they' or 'it'.

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