Report Writing

WALT: classify, describe, locate and present the aspects of an animal.

Success Criteria: to present a factual report that describes all the information about an animal using the report writing framework.

Report Framework

<u>Title</u> - the title is a short summary of the total text. Eg: <u>A Dog</u>, <u>The Panda</u>

<u>Classification</u> - Tells what the animal "is". What class it belongs to, eg mammal, amphibian, reptile.

<u>Description</u> - Tells what attributes the animal has. What it looks like (size, shape, colour, features).

<u>Location</u> - Tells where it is found (Country). Where it lives (habitat).

<u>Dynamics</u> - Explains what the animal does. How it moves, what it does, what it eats etc.

<u>Summarizing comment</u> - A statement that finishes the writing (not a personal comment), a general fact not covered in other areas.

HINTS FOR WRITING A REPORT

- Each part is written in a new paragraph with a line missed between paragraphs.

- Each paragraph begins with the name of the thing the report is about.

- A report uses "it' or 'they', not he or she.