

INFORMATION REPORT

A report presents information about a subject

Structure

- Opening paragraph -Introduction
 - **Lead in sentence to state the topic or issue**
 - **may include a short description of the subject**
 - **may include definition**
 - **may include classification or categorisation of types**
- Body – paragraph sections
 - **Each paragraph is about a different aspect of the subject.**
 - **begins with a topic or a preview sentence**
 - **focus is on facts or finding evidence to support the topic or issue**
- Conclusion
 - **Summarises the information presented with no new information**
 - **May include a personal opinion based on the findings of the report**

Language features

- **Technical language related to subject**
- **Formal and impersonal language**
- **Uses timeless, passive voice and present tense e.g. the criteria has the purpose of assisting judgements being made on a place.**
- **Many “being” and “having” verbs**

Technical features

- **Has a title page and date**
- **Has a contents page**
- **Uses numbered headings for each paragraph Section**
- **A section can contain graphs or graphics which must be properly referenced and part of the body of the report**
- **Contains a bibliography**

CRITERIA	Yes	No	How do you feel?		
			Confident	Kind of sure	Unsure
Research must be drawn from more than 2 sources, and you must take notes on what you read turning the research into writing in your own words .					
Question Matrix					
<i>Clearly understands the structure and use of a Question Matrix</i>	✓			✓	
<i>Has generated at least six questions</i>	✓				
<i>Has generated mostly relevant and informative questions (not requiring only "yes/no" answers)</i>	✓			✓	
Structure of the text					
<i>Introduction. Does it include a statement to identify and classify the subject?</i>	✓				
<i>Facts about the topic.</i>	✓				
<i>Conclusion (summary and comment)</i>	✓				
Sequence					
<i>Includes paragraphs(s) that use sequence language to explain the order of events.</i>	✓				
Cause and Effect words					
<i>Includes paragraph(s) that explain a process using cause and effect language.</i>	✓				
Comparing, Contrasting and Classification					
<i>Uses comparing adjectives</i>					
Paragraph Structure					
<i>First paragraph introduces the topic.</i>	✓				
<i>Each paragraph begins with a topic sentence</i>	✓				
<i>Each paragraph clearly describes an aspect of the topic</i>	✓				
<i>Each paragraph develops ideas clearly with supporting details</i>	✓				
<i>Varied sentence beginnings</i>					
<i>Used a variety of simple sentences</i>	✓				
<i>Used a variety of extended sentences (compound and complex)</i>	✓				
Text Features/Navigational features					

<i>Includes a use of headings and subheadings to divide and clarify</i>	✓				
<i>Includes a glossary - tier 3 words you use should be in bold and a glossary of these words with meanings included at the end</i>	✓				
<i>Includes a bibliography - books you used in research should be listed with their title and author; websites from which you took notes should be listed with hyperlinks (you do not need to include search engines like google)</i>	✓				
Tier 3 Language					
<i>Uses technical language related to subject</i>	✓				
Impersonal Voice					
<i>Uses formal and impersonal language</i>	✓				
<i>Uses timeless, passive voice and present tense e.g. "The criteria has the purpose of assisting judgements being made on a place."</i>					
Text Features/Diagram					
<i>Own diagram</i>	✓				
<i>Pencil drawn</i>	✓				
<i>Simple clean lines</i>					
<i>Labels with straight lines to image</i>	✓				
<i>Annotated notes if necessary</i>					
<i>Other graphic features (maps, tables, graphs, flow-charts, pictures/photos) drawn or copied from internet (source is cited in the caption) Includes a caption, and the size of the graphic feature is appropriately sized.</i>	✓				
Systems Analysis					
<i>Identifies something as a system</i>	✓				
<i>States all of the parts of the system and how they work</i>					
<i>Changes one part of the system to see what would happen</i>					
<i>Makes a conclusion about how the one change made changes the system</i>					

<i>Makes conclusions about how the parts interrelate (importance, order, amount needed, comparison to other systems)</i>					
<i>Compares the system to another</i>					