

Characteristics of **Non-chronological Reports**

Purpose:

To describe how things are

Main Parts:

- *Heading
(sub-headings are sometimes used)
- *General opening
- *Descriptions / explanations
- *Illustrations are sometimes used
- *Different paragraphs used for different aspects

Features:

- *Factual, (not opinion) and descriptive
- *Present tense
(except: some history reports use past tense)
- *Third person
- *Technical words – relevant to the subject

Examples:

- *Information report