



REPORT– UKS2

<u>Features/ Layout</u>	<u>Tips</u>	<u>Grammar in Sentences</u>	<u>Words</u>
<i>Title</i>	Your title should tell the reader the subject of your report.	Use subordinating conjunctions to join clauses, including as openers, e.g. Although they had a fierce reputation, the Vikings weren't all bad. Use expanded noun phrases to inform, e.g. Tigers are large, striped-furred creatures. Use commas to separate adjectives in a list, e.g. Tigers can hunt for cattle, moose, deer and antelope.	Conjunctions when, before, after, while, because, if Adverbials First, Firstly, Before, After, Later, Soon, Also, In addition, However
<i>Topic Classification/ Context Statement</i>	Tell the reader: ...what it is / they are ...who it is / they are Tell the reader what it / they belong to. Don't forget to think about where and when.	Use relative clauses to add further detail The waterhole, where the tigers go to drink, is a vibrant place for all animals.	<u>Headings and subheadings to label content</u> <u>Use of technical vocabulary</u>
<i>Consider which of these are key features for your subject. (Add any others which are appropriate) * Appearance * Location * Purpose</i>	Think about all of the key features and write about those that are important to your subject. Try to identify additional key features of your subject. e.g. If the subject is spiders you could add venom, webs, stories etc Add other information which will capture the reader's interest.	report organisation 1 simple report Blank version	Use brackets or dashes to explain technical vocabulary Use semi-colons to punctuate complex lists, including when using bullet points Use colons to introduce lists or sections Use brackets or dashes to mark relative clauses Secure use of commas to mark clauses, including opening subordinating clauses
<i>Importance</i>	Be sure to tell the reader what makes your subject special/important.		Begin to use colons & semi-colons to mark clauses
<i>Concluding Statement</i>	End your report with a short reminder of the main point(s) in different words this time!		