

Key Features of a Non-Chronological Report

This box shows the main features of a non-chronological report. Use it to help you write your own report!

Feature	What it Means
Title	The name of the report. It tells you what the report is about.
Introduction	The opening paragraph. It gives a brief overview of the topic.
Subheadings	Headings for each section. They help organise the information.
Paragraphs	Groups of sentences about the same idea. Each paragraph covers a different point.
Technical Vocabulary	Special words related to the topic (e.g. controller, graphics, SSD).
Facts	True pieces of information about the topic.
Present Tense	Most reports are written as if the facts are true now.
Third Person	Uses words like 'it', 'they', 'the PlayStation' (not 'I' or 'we').
Images/Diagrams	Pictures or drawings to help explain the information.
Captions	Short sentences under images to explain what they show.
Conclusion	A final paragraph that sums up the main points.
Formal Language	The writing is clear and uses proper words, not slang.
Cohesion	Linking words and phrases (e.g. 'Furthermore', 'In addition', 'However') to make the writing flow.