Lesson 5 – Resource Sheet 1

From mountains to sea – A literacy focus

Writing as descriptive report

Purpose

A report presents information about a subject.

Structure

When writing a report, you need to think about the elements shown in this diagram.

Description: The firs being described	t of a series of non-sequential facts about the subject		
	Language features:		
	Present tense giving the sense of timeless truth		
Description:	 Technical language related to the subject commonly used 		
	Cause and effect connective used, e.g.		
	outcome of, as a result of, because, brought		
	 about, caused by, consequently (see page 16) The focus is on groups/categories 	- 6	Body
Description:	 Passive verbs 		
	Most paragraphs begin with a topic sentence that		
	foreshadows the information contained in the rest		
-	of the paragraph; subsequent sentences elaborate		
Description:	on the topic sentence		
	The paragraphs build a description of the subject of the report		
	Diagrams are often used to illustrate a report		

Example descriptive report

