

Writing a Report

- Does my first paragraph tell the reader something general to introduce the topic - *Butterflies and moths are from the same family of insects* - and **who, what, where, when?**
- Do my paragraphs contain information about the same thing – *paragraph 1* - *what it's like*, *paragraph 2* - *what it does*?
- Does my final paragraph sum up key points?
- Do I need underlined headings or subheadings, bullets or lists to make the information easier to read?
- Have I thought about presentation CAPITALS, **bold print**, boxes, **colours**?
- Have I labelled or written a caption for the diagrams?
- Have I used **adjectives and adverbs** to add factual detail?
- Have I used some conjunctions – *so, because*?
- Have I used present tense and third person?