

Report

Text type examples	Purpose	General structure	General language features
reference book, documentary, guidebook, experimental report, group presentation	To classify and/or describe	<ul style="list-style-type: none"> • General statement or classification • Description 	<ul style="list-style-type: none"> • technical language • simple present tense • generalised terms
Voice	Grammar Focus		
<p>PASSIVE VOICE: (they, many) 'Others may argue'</p>	<ul style="list-style-type: none"> •Use of general, e.g. Hunting dogs, rather than particular nouns, e.g. Our dog •Use of relating verbs to describe features, e.g. Molecules are tiny particles •Some use of action verbs when describing behaviour, e.g. Emus cannot fly •Use of technical terms, e.g. Isobars are line drawn on a weather map •Use of paragraphs with topic sentences to organise information 		

Report

Words to Think	General Statement	Words to Write
	Classification – What is it?	
	* * *	
	Description – What does it look like?	
	* * *	
	Description – What can it do?	
	* * *	
	Description – What are its special features?	
	* * *	

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Voice-	Passive-
the use of who is writing/ speaking - general (passive) and personal (active)	(they, many) 'Many believe' 'Others may argue' 'Use the spoon to'