PLAN • ORGANISE • WRITE

Planning a Non-Fiction Report

Gather your ideas and arrange them into clear sections.

Name _____ **Date** _____

Choose a topic you know about. Plan your information text by writing a heading and key facts in each section.

My topic: _____

1 Introduction

What is your topic? What will your report explain?

Main sections

SECTION 1 **HEADING AND FACTS**

Heading: _____

Facts to include:

SECTION 2 **HEADING AND FACTS**

Heading: _____

Facts to include:

SECTION 3 **HEADING AND FACTS**

Heading: _____

Facts to include:

2 Ending

What important idea should your reader remember?

Useful words for my report