Finding Facts Fast!

Headings and sub-headings in reports



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BIG IDEA

Headings are signposts that help readers find facts fast.



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Parts of a report

1. Title names the topic
2. Introduction gives main idea
3. Sub-headings split facts into parts
4. Summary wraps up key points





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Key words

non-chronological

not in time order, grouped by idea

introduction

first part that says what it is about

heading

big title that names a part

sub-heading

smaller title inside a part



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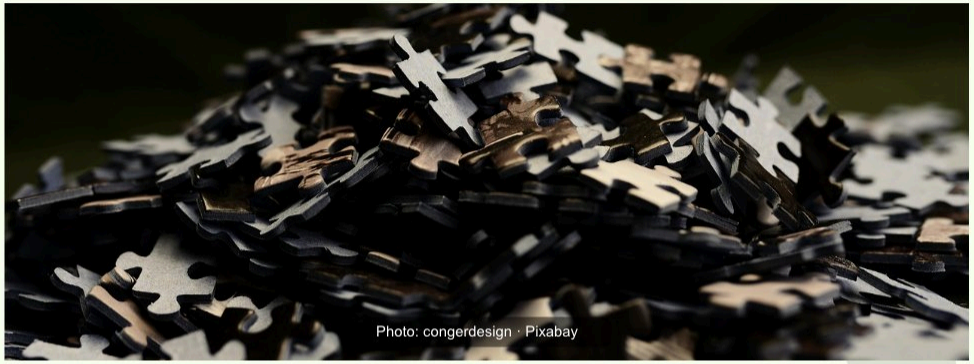
What could this be?

This page has no titles. Where are the food facts?



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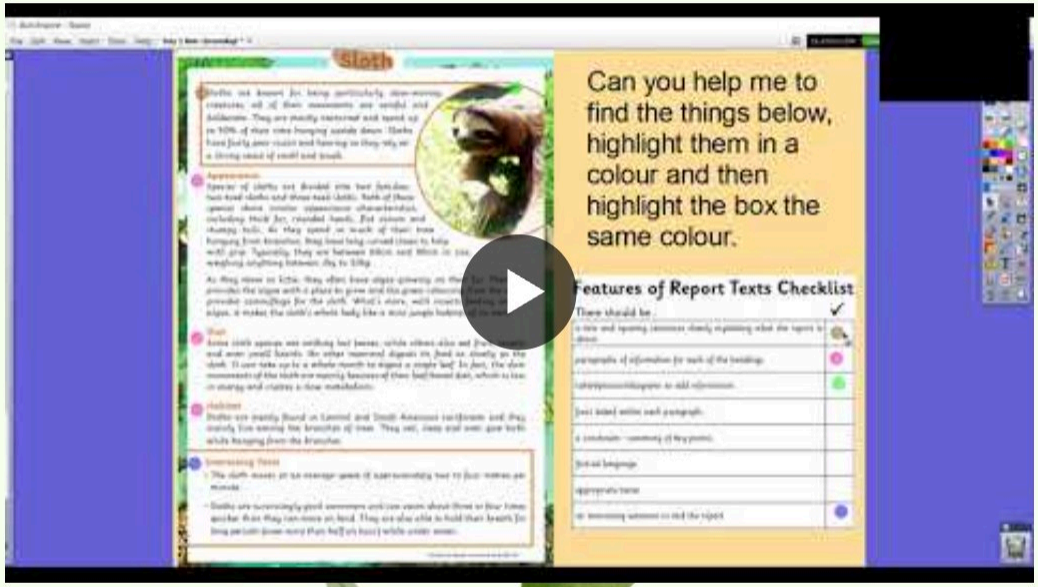
Watch: Clever reports



▶ 0:00 – 2:55

- Spot the headings
- Listen for introduction job

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An owl report

This owl could fill a whole report. Each part would need its own sub-heading.

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Watch: Report features



▶ 0:00 – 3:52

- How do sub-headings help?
- Which words sound formal?

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Your task

Sort these owl facts into groups: Sleeps in daytime. Sees well in the dark. Eats mice at night. Has soft, quiet feathers.

1. Pick sub-headings: Food and Night Life
2. Write each fact under best heading
3. Add one new sub-heading of your own

10 min

In pairs





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DID YOU KNOW?

Reports do not tell a story in order.

Facts are grouped by idea, so you can start at any sub-heading.



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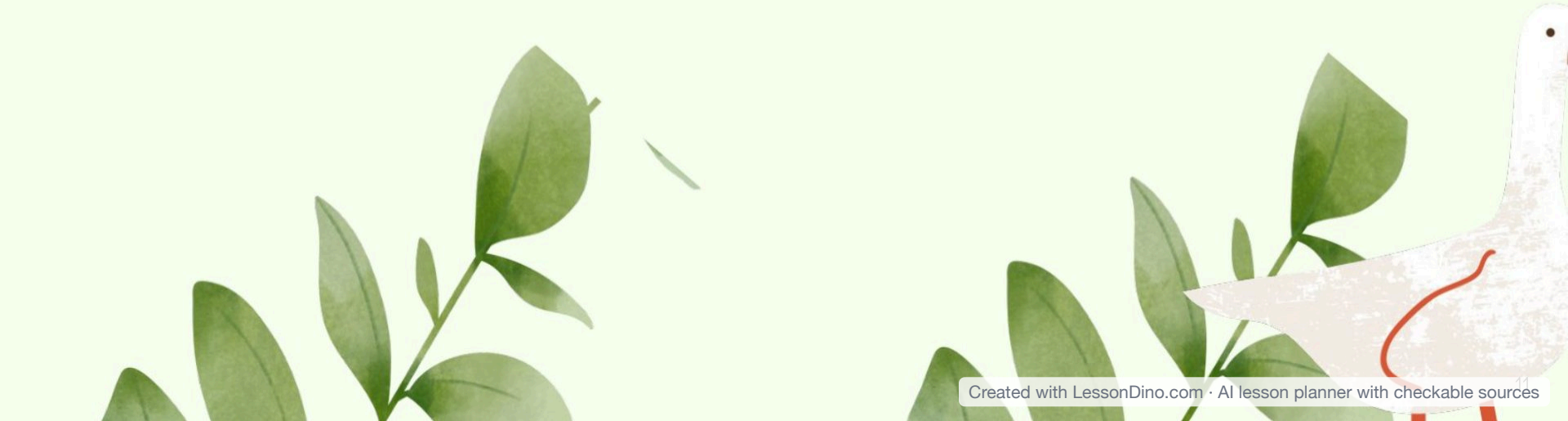
Best food heading?

Which sub-heading is best for food facts?

A What Owls Eat	B Food	C Yummy Midnight Snacks!

Vote with your hands, then explain why.



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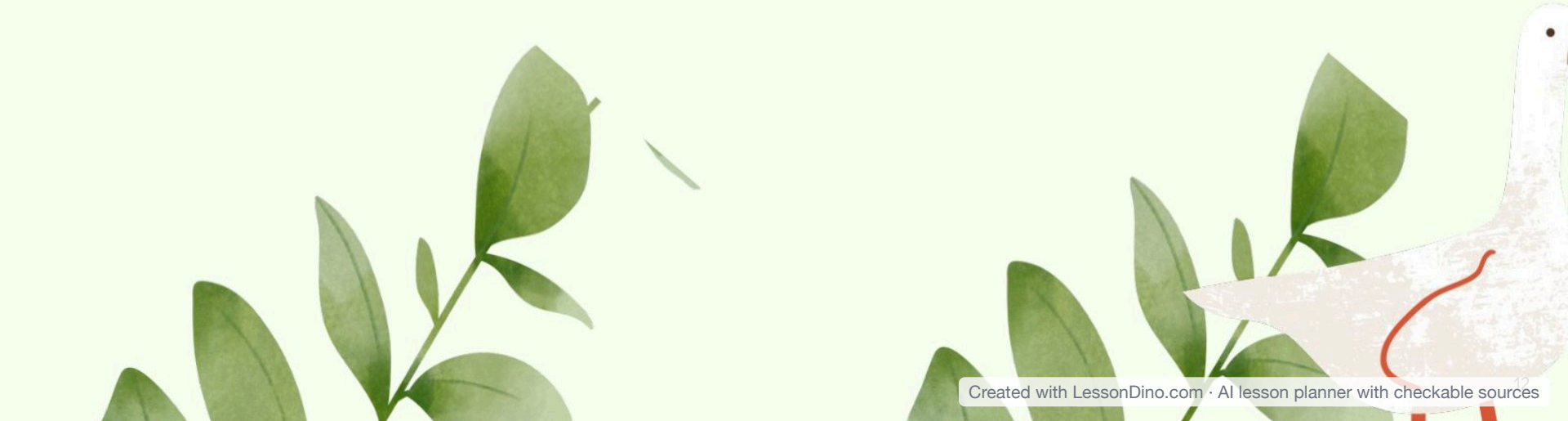
True or false?

Sub-headings help readers find facts quickly.

A report must be read from start to end.

An introduction gives general facts about the topic.



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