Name & Surname: _____ Class: _____ Date: _____

Report experts!

Organise facts with headings and sub-headings

About 50 minutes Level ★★★☆☆



Report Basics

A non-chronological report gives **facts** about one topic. It is not in time order. It uses **headings** to organise ideas.

- Start with a title and a short introduction.
- Use sub-headings to group facts into clear parts.
- Write short paragraphs in the present tense with pictures or diagrams.



Task A

Think about an owl report. Show how headings help the reader.

Draw an owl report page with two sub-headings and write one fact under each

Draw here

Write here

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Why headings help

See how headings organise a report.

Key words

report: factual writing that is not in time order

sub-heading: a smaller title under a heading

paragraph: a group of sentences about one idea

heading: a title for a part of the writing

introduction: short start that says what the report is about

summary: short ending with the key points

Task B

Plan why reports need sub-headings. Finish the map.

Goal Our class should always use headings and sub-headings in reports.

Reason 1

They help the reader find facts fast

Fact 1a _____

Fact 1b _____

Fact 1c _____

Reason 2

They keep facts in tidy groups

Fact 2a _____

Fact 2b _____

Fact 2c _____

Reason 3

They make the page easy to look at

Fact 3a _____

Fact 3b _____

Fact 3c _____

Conclusion

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Sort the Facts

Decide where facts belong under headings.

Task C

Decide the best place for a fact. Pull with reasons.

Fact: Barn owls swallow mice whole. Where should it go?

Under Diet **Under Habitat**

What if...?

Task D

/2

Tick the real caption. Use the picture clues, give a reason, then write a funny caption.



- [ ] A barn owl swims in a pond at noon.
- [ ] A barn owl hides its chicks under a log.
- [ ] A barn owl perches on a branch at night.
- [ ] A barn owl builds a nest from leaves in spring.

My reasons...

Write a new caption that changes what the picture seems to show

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Rank and Explain

Choose what matters most and write about it.

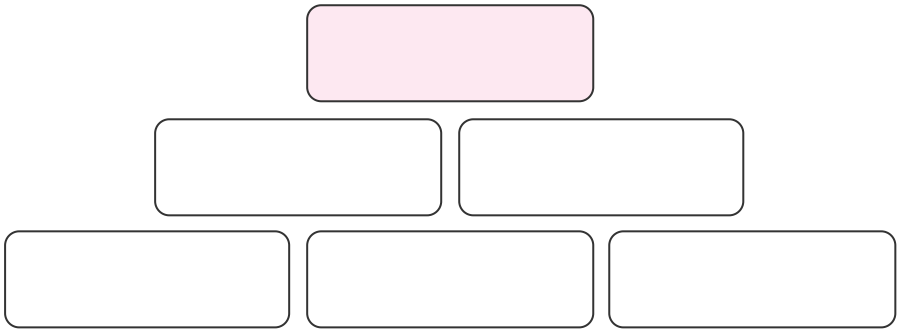
Task E

Rank parts from most important to least. Put one in each box.

Rank these report parts from most to least helpful

Title | Introduction | Headings | Sub-headings | Paragraphs | Pictures

Most helpful



Why did you put your top choice at the top?

Task F

/4

Write one paragraph to explain why sub-headings help the reader.

Why do sub-headings help the reader find facts?

P **Point**
I think sub-headings help because...

E **Evidence**
For example,...

E **Explain**
This shows that...

L **Link**
Therefore,...

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Link and Judge

Play with report words and judge a layout.

Task G

Make a chain. Each word must link to the one before.

heading → because... _____ sub-heading -> diet (example of a sub-heading) → because... _____

[ ] → because... _____ [ ] → because... _____ [ ]

Task H

Judge a report page. Think about its layout.

a report page with a title, two sub-headings, short paragraphs and one labelled diagram

Red hat: feelings	Yellow hat: good points	Black hat: bad points	Green hat: ideas to improve

How did I do?

Circle a face for each line.

I can explain what a non-chronological report is. ☹ 😐 ☺

I can use headings and sub-headings to organise facts. ☹ 😐 ☺

I can find facts quickly using organisational devices. ☹ 😐 ☺

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Answer sheet: Report Experts!

Task A

Answers will vary.

Task B

Answers will vary, e.g. They help the reader find facts fast; They keep facts in tidy groups; They make the page easy to look at

Task C

Answers will vary, e.g. It is about food, so it pulls left towards Diet.

Task D

Real caption: A barn owl perches on a branch at night.
Look for wings, branch and dark sky — not water or leaves.

Task E

Answers will vary.

Task F

Example: I think sub-headings help because they label each part. For example, Diet tells the reader where food facts are. This shows that the reader does not need to read everything. Therefore, facts are quick to find.

Task G

Answers will vary, e.g. heading → sub-heading (smaller part of a heading) → sub-heading → diet (example of a sub-heading) → diet → mice (owls eat mice) → mice → nocturnal (owls hunt mice at night)

Task H

Answers will vary.

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