

# Writing Information Report (& Integrated Studies)

An information report is non fiction (factual/true) writing which tells us all about a topic. Informational text is often organised so the reader can easily and quickly find information.

## Writing An Information Report

### Purpose

To classify and/or describe



**Classification**  
Introduce your topic



**Description**  
Organise your  
information in paragraphs  
using topic sentences






**Conclusion**

## Task 1 ~ Choose your topic and gather facts.

**Learning Intention:** We are learning to write an information report.

**Success Criteria:**

	With support I can write a few sentences under each subheading.
	I can follow a template to organise an information report.
	I can sort all my information into subheadings so it is clear to the reader.

### Instructions:

This information report is part of our Integrated studies unit on Biological Science, life cycles, living and nonliving things, habitats and minibeasts (the tiny critters in our backyards).

Here are some suggested topics you can choose from if you can't think of one yourself:

- Life cycle of an animal - eg: Butterfly, Frog, Chicken.
- Minibeasts - ants, spiders, bees, snails,
- What do living things need to stay alive
- Different animal habitats in the world, and what animals live in them.
- Common features of plants

#### ***1. Write everything you know or can think of about your chosen topic.***

In your writing book, rule a margin and write the heading **Everything I know about .....**  
These can be dot points, they do not have to be full sentences.

#### ***2. Do some research.***

In your writing book, make some notes about your topic.

Remember to keep your writing neat so that you can understand what you have written.

Think about what subheadings you could use.

You can use Google or books you might have at home.

You can also search on Epic for books on your topic.

## Task 2 ~ Information Report ~ Draft.

**Learning Intention:** We are learning to write an Information Report

**Success Criteria:**

★	With support I can write a sentence for each topic heading.
★ ★	I can follow a template adding information to use to write a report.
★ ★ ★	I can include detail to my information report using adverbs and adjectives.

### Instructions:

Write your Information report on your chosen topic in your writing workbook.  
(Think back to last week's information report on Sea Turtles).

Make sure you read through your notes.

**Do you have?**

*Title:*

*Introduction:* These sentences tell the reader what your report is about and what you think of the topic.

*Conclusion:* These sentences summarise the report and does not have any new information.

***Congratulations***, you have written your first draft, now it is time to edit your work so that you can write a good and final copy tomorrow!

Read back over your report, underlining words that you think are spelt incorrectly. You can have another go at spelling them before you ask for help. Look for capital letters at the start of a sentence and a full stop at the end. Have you included adjectives (describing words) into your writing.

## Writing

### Task 3 ~ Information Report ~ Good copy.

**Learning Intention:** We are learning to write an information report.

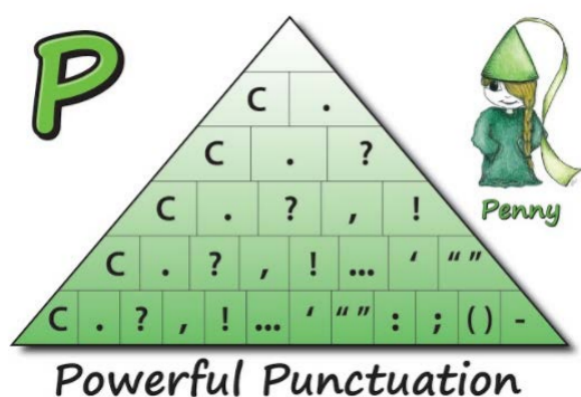
### Success Criteria:

★	With support I can sort some of my information into subheadings.
★ ★	I can follow a template to organise an information report.
★ ★ ★	I can sort all my information into subheadings so it is clear to the reader.

## Instructions:

Writing your good copy! Using your edited work, write out a final copy.

Remember our conventions that we have been working on, neat letters and finger spaces between your words. You can do this in your Writing book or on the dotted thirds below.



**Your workbook is to be handed back to school on Thursday the 10th**

## Task 4 ~ Information Report ~ Presentation.

## Instructions:

For the final part of your information report. Add to the presentation of your report.

Find some photos, diagrams or illustrations that complement the information you have written.

I look forward to seeing and reading your final information report.

