

Genre features: Non-chronological reports	
Year 1	Year 2
<p>I wrote in the present tense</p> <p>I wrote in the third person</p> <p>I used co-ordinating conjunctions to link two main ideas</p> <p>I used subordinating conjunctions in the middle of sentences</p> <p>I included factual information</p> <p>I included pictures and diagrams</p> <p>I used noun phrases to inform</p>	<p>I wrote in the present tense and third person</p> <p>I included an opening paragraph that explains what the report is about</p> <p>I used sub-headings to label content</p> <p>I used co-ordinating conjunctions to link two main ideas</p> <p>I used subordinating conjunctions in the middle of sentences</p> <p>I included factual information</p> <p>I included pictures and diagrams</p> <p>I used noun phrases to inform</p> <p>I used apostrophes to show possession</p>
Year 3	Year 4
<p>I used clear, bold writing for my page title</p> <p>I included an introductory paragraph</p> <p>I included sub-headings (with some written as questions) to interest the reader</p> <p>I used technical words to do with the subject</p> <p>I included labelled diagrams</p> <p>I wrote captions for pictures and diagrams</p> <p>I organised information into paragraphs</p> <p>I used present tense (or past tense for historical reports)</p> <p>I included facts or pieces of information written in sentences</p> <p>I used only factual adjectives</p> <p>I used full stops and capital letters in the right places</p> <p>I included a question to the reader</p>	<p>My introduction includes a general description about what is to follow</p> <p>I organised my report in specific categories, using paragraphs to group related ideas</p> <p>I ended with a conclusion</p> <p>I used the present tense (or past tense for a historical report)</p> <p>I used the third person</p> <p>I used technical words</p> <p>I used a range of adverbials and conjunctions</p> <p>The information I included was factual and accurate</p> <p>I included labelled diagrams and pictures if they enhanced the report</p> <p>I included subordinating conjunctions to join clauses, including as openers</p>
Year 5	Year 6
<p>My report describes the way things are</p> <p>I wrote an opening statement</p> <p>I used paragraphs</p> <p>I used an impersonal tone</p> <p>My report is non-chronological</p> <p>I used verbs in the present tense</p> <p>I included some modal verbs</p> <p>I made some use of the passive voice</p> <p>I used correct technical words</p> <p>I gave clear explanations when needed</p> <p>I used some longer/complex sentences</p> <p>I used appropriate and helpful punctuation</p> <p>I included headings</p> <p>I used quotation marks correctly</p>	<p>My report has a clear opening paragraph which indicates what it is about</p> <p>My opening paragraph includes generalisations or classifications</p> <p>The main body of my report is clearly organised into paragraphs</p> <p>The information is factual and accurate</p> <p>The style is formal with no personal pronouns</p> <p>I used present tense or past tense for historical reports</p> <p>I used precise, descriptive language and technical terms</p> <p>I included a summarising comment to finish my report</p> <p>I used at least three complex sentences</p> <p>I used conjunctions of comparison and contrast</p>