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**Open**

Teacher's notes – Introducing reports

**Achieve!**

**Objectives**

- To define what an information report is
- To introduce the structure of an information report
- To recognise the importance of an opening statement

**Prior knowledge**

It would be useful for students to know that an information report has an introduction, a description (also called the body) and a conclusion.

**Background**

When trying to improve students' report writing, it is essential to define what an information report actually is. Once students understand the purpose of the text, they can construct the complete piece of writing more easily.

Teaching the necessary elements of the introduction stage of the information text can vastly improve the students' overall report construction. It ensures that the focus of the report is clear and that it is structured to flow in a logical way.

**Starter activity**

Involve the students in a 'What am I?' game. This game highlights two features of an information report: important facts are presented clearly and the facts are presented in a logical order. Encourage the students to examine the clues that are given and discuss: Are the facts easy to understand? Do these facts flow in a logical order?

**Resource and Activity sheets**

The Resource sheet, 'What is an information report?', focuses on the definition of an information report, by providing an annotated sample text that highlights the key features.

The Activity sheet, 'Understanding information reports', is a response to the Resource sheet, where students answer comprehension questions based on the annotated sample text.

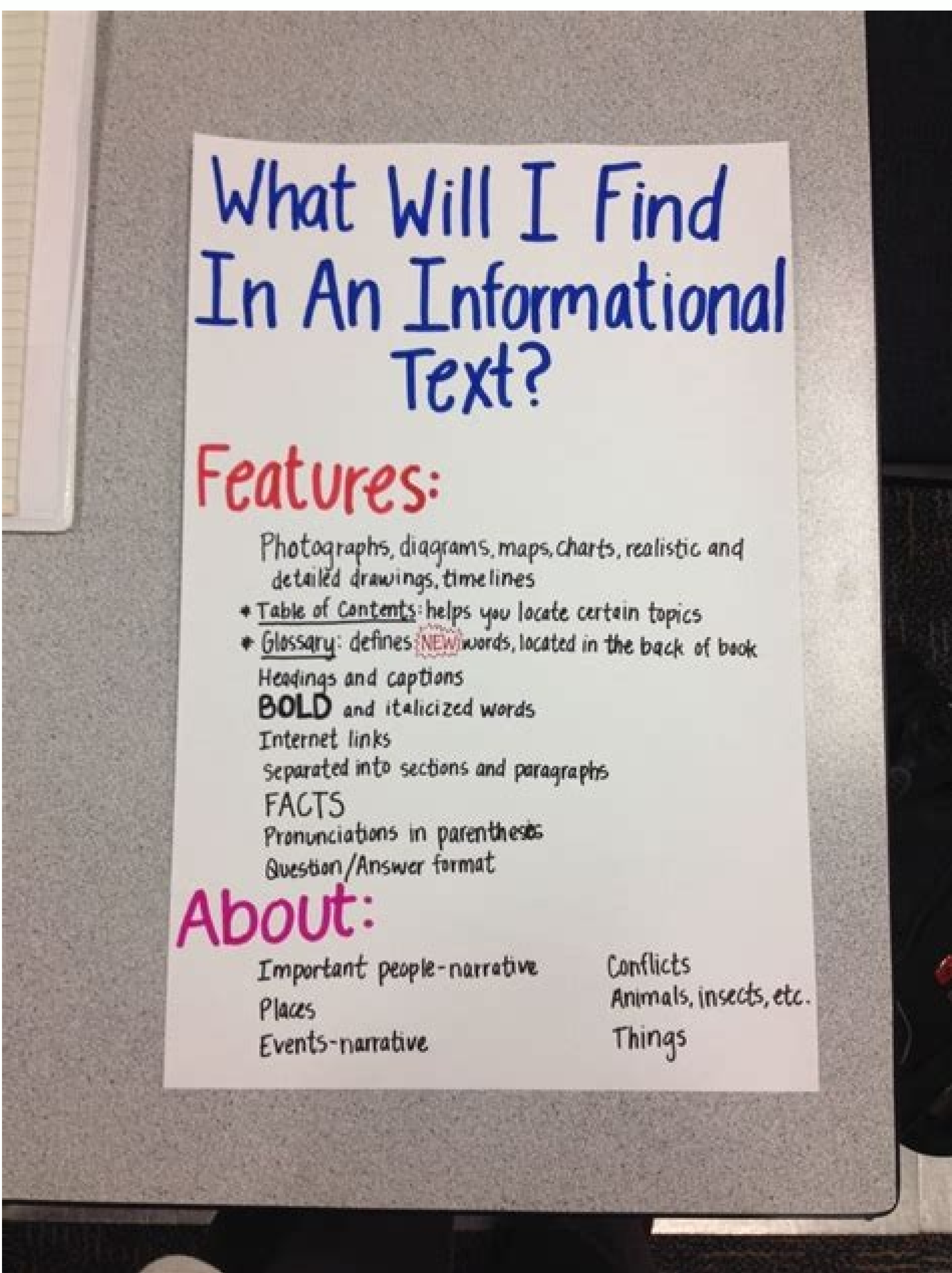
The Activity sheet, 'Opening statements', is designed to focus on the opening statement of an information report. Students are presented with a sample text presenting two contrasting opening statements on a common topic. They are shown that the opening statement will govern the focus of the report. The students are asked to identify what the report will be about.

The Activity sheet, 'Writing opening statements', builds on the previous. Students are given two topics and asked to invent two contrasting opening statements about each one. The focus of the report is provided for the first example. Emphasis should be placed on creating a statement that clearly sets the tone for the report to follow. Finally, students are asked to create two opening statements about a topic of their choice.

The Activity sheet, 'Who is the audience?', requires the students to consider two things: the different ways of presenting an information report and the audience for which the report has been written. Students are presented with an example where the presentation mode and target audience have already been identified. They are then asked to follow this example and complete an information table for a list of provided topics, followed by one of their own choice.

**Extension idea**

Provide students with a collection of opening statements. Working in groups, students will identify the topic of the information report. They can also brainstorm ideas for the body of the report.



Resource sheet – Introducing reports

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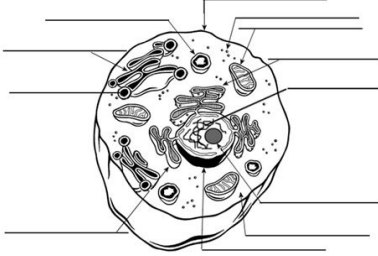
**What is an information report?**

An information report:

- provides facts and information about a topic
- does not contain personal opinion
- can be either written or spoken.

An information report is generally divided into three parts: an introduction, description (body) and conclusion. The following text is an example of an information report about the theatre.





Name \_\_\_\_\_

# Story Elements

Directions: After reading your story, fill out the chart.

**Title:** \_\_\_\_\_

**Characters:**  
(Who the story is about)

**Setting:**  
(Where the story takes place)

**Plot:**  
(What happens in the story—beginning, middle, and end)

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Remember to focus on the main idea of each paragraph.     I hope that your students enjoy these five tornado themed passages. 1 page Years: 4 - 6 An example and template on how to write a formal letter. These worksheets feature paragraphs that are clearly organized using one of these patterns of organization. 1 page Years: 5 - 6 A pack of 7 posters covering punctuation marks for the early years. Suggested reading level for this text: Grade 4-8 Text Structure Worksheet 12 RTF Text Structure Worksheet 12 PDF Preview Text Structure Worksheet 12 In Your Web Browser View Answers Text Structure Worksheet 13      Here is another text structure worksheet. Suggested reading level for this text: Grade 6-10 Text Structure Worksheet 1 | RTF Text Structure Worksheet 1 | PDF Text Structure Worksheet 1 | Preview Text Structure Worksheet 1 | Answers Text Structure Worksheet 1 | Ereading Worksheet      Online Test Identifying Text Structure 2: Read the passages and put the information from each passage into an appropriate graphic organizer.     They will include information from the passages on their graphic organizers. These passages are themed around cats. Suggested reading level for this text: Grade 6-10 Text Structure Worksheet 11 RTF Text Structure Worksheet 11 PDF Preview Text Structure Worksheet 11 In Your Web Browser View Answers Text Structure Worksheet 12      If the shoe was on the other foot, le     love to complete this text structure worksheet about shoes. 1 page Years: 5 - 6 A comprehension worksheet for a magazine procedure article about making a twirling spinner. 20 pages Years: 5 - 6 A 22 slide editable PowerPoint Template which can be used for a range of dictation activities. 1 page Year: 5 A set of five literacy rotation task cards to be used in resworB led enoizzilausiv artsov alleN 31 oroval id oilgoF led arutturts otset led arutturts otset amirpetna FDP 31 oroval id oilgoF led arutturts FTR otset led arutturts 31 oroval id oilgoF led arutturts 8-4 odarG :otset otseuq rep otireggus artuttl id olleviL .otairporppa olotit nu onatneserp is iop e iggassap nucsaid id otset led arutturts al e elapicnirp aedi l onanimreted imeduts iig .elapicnirp otset led arutturts al imeduts iout i eratuia rep inegilletni inofolet a vitaler iggassap ieS"       8 oroval id oilgoF led arutturts otset led arutturts alla ednopisr resworB led atsiv artsov allen oranoizulovir arreuG id oroval id oilgoF II | 7 otset arutturts amirpetna FDP teehskrow teehskrow airanoizulovir al | 7 otset id arutturts FTR teehskrow teehskrow airanoizulovir al | 7 11-7 otset led arutturts :otset otseuq rep otireggus artuttl id olleviL .otset id arutturts alled oroval id oilgoF ortla nu occE .ossessop led ofortsopa lled enoisnerpmoc orol al eradilosnoc a imeduts ilg eratuia rep oroval id oilgoF enigap 2 A 6 - 4 :inna enigap 7 .otset led arutturts al onanimreted e iggassap iteuges i iggeL "      3 otset led arutturts alled enoizaciftmedi enilno tset"       oroval id oilgoF led enoizurE | 2 otset led arutturts alled acitarP etsopsiR | 2 otset led arutturts alled acitarP amirpetna | 2 FDP otset led arutturts id acitarP | 2 FDP otset led arutturts alled acitarP | 2 odarg id 01-6 otset led arutturts alled acitarP :otset otseuq rep otireggus artuttl id olleviL .irarettel illocac itlom eriugese id itmeduts ilga   reidehcir oroval id oilgoF otseuQ .atseif etnarotsir led ADIF unem led 'Anem lus etasab   tivitta   tivitta etrac 93 6 - 4 :inna enigap 04 .evod ihc eradiug ihc ittuat omaipnaS .avissecusc inna ilg rep arutaigettnup alled otnemidnerppa l eradilosnoc rep kcap oroval id ilgoF anigap 6 A 7 - 3 :inna enigap 04 .erotaivA id erotaiV A id 2 onna l rep atsivir alled 2 oicsalir li noC otset otset e 11-7 odarg id elapicnirp aedi :otset otseuq rep otireggus artuttl id olleviL .otairporppa olotit nu onatneserp is e otset led arutturts al onatneserppar .elapicnirp aedi l onaciftmedi imeduts ilg iuc ni acitsiggas id iggassap ies id enopsiD .otairporppa ocifarg erotazzinagro l odnazillitu inoizamrofti el onatneserppar e otset led arutturts al onaciftmedi .iggassap i onoggei imeduts iig ?elapicnirp aedi nu odnangensi iats"       otset led arutturts e elapicnirp aedi sonisna Worksheet 1 | RTF Main idea and text structure worksheet 1 | PDF Preview Led Idea And Worksheet Worksheet Structure 1 Display the answers Main idea and text frame 2       . 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This is a great practice for standardized tests. 13 Pages Years: 2 - 7 An interactive PowerPoint Slide Eninting 44 to use in the upper classroom when learning about grammar and punctuation. Reading Level Suggested For this text: Grado 5-9 Main idea and text texture Worksheet texture 4 RTF Main idea and text texture Worksheet structure 4 pdf Preview Preview Led idea and text texture Leaf texture Work 4 In your web browser view Responses Main idea and text texture text texture and worksheet 5       . "Here are five exciting steps on the cotton candy.       . "Analyses in detail the structure of a specific paragraph in a text, including the role of particular phrases in the development and refinement of a key concept. Students are required to identify how the text is structured. 7 pages Years: 5 - 6 An editable PowerPoint template from 33 slides to use when teaching your students about writing explanation. Graphical organizers are available at the top of the page. 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"Describe the overall structure (for example, history, comparison, cause / effect, problem / solution) of events, ideas, concepts, or information in a text or part of a text. 3 Pages Years: 4 - 6 54 Cards Activities Activities based on the stimulus poster of colossal cinemas. This worksheet is themed around Amnesia and to the loss of memory. Reading level suggested for this text: Grade 6-10 Identification of text structure 3 | RTF Identification of text structure 3 | Practice texture of text PDF 3 | Practice Practice of the text structure 3 | Answers The structure of the text structure 3 | Eruption of the worksheet       . "Online worksheet that identifies the text structure 4       ." Read every step and determine the text structure. This time it is theme around The robots. Take a look at this double function reading worksheet. Just kidding. 30 pages year: 5 an interactive card game for students from When consolidating their understanding of possession apostrophes. Do you want to do both at the same time? Year 30 pages year: 3 a set of five literacy rotation activity cards to be used in combination with the number 2 of the magazine of the year of the starter teaching. Students will feel almost as if they were riding a bike instead of school work, except that they will be doing school work. Suggested reading level for this text: Grade 6-10 Main Idea and Text Structure Worksheet 2 RTF Main Idea and Text Structure Worksheet 2 PDF Preview Main Idea and Text Structure Worksheet 2 in Your Browser View Answers Main Idea and Text Structure 3      Do your students keep forgetting their text structure lessons? Write information from the passage into the appropriate graphic organizer. Then, put information from the text into the appropriate graphic organizer. 30 pages Year: 4 A set of five literacy rotation task cards to be used in conjunction with issue 2 of Teach Starter's Year 5 magazine. Heree    s another single-sided text structure worksheet with six nonfiction passages. Are you reviewing text structure? Years: 5 - 6 A board game to practise writing possessive nouns using apostrophes. 1 page Years: 4 - 6 A set of five literacy rotation task cards to be used in conjunction with issue 1 of Teach Starter's Year 5 magazine. It has six passages to help your students practice and review their text structure skills. 84 pages Years: 4 - 6 A teaching resource to help consolidate the students     knowledge of punctuation. View Source Common Core Lesson and Unit Plans Understanding Common Core State Standards Looking For More Text Structure Resources? 32 of 41 teaching resources for those 'aha' moments Practise identifying possessive nouns with this worksheet. They also create graphic organizers that visually represent information from each paragraph. The language in this worksheet is a little less complex so younger students can find success with this one too. This worksheet features six more nonfiction passages where students identify and represent main ideas and text structure. Suggested reading level for this text: Grade 6-10 Main Idea and Text Structure Review Valentinee    s Day Worksheet RTF Main Idea and Text Structure Review Valentinee    s Day Worksheet PDF olledom li eranimreted e iggassap euqnic onoggei imeduts ilg evod elaiccafonom oroval id oilgoF ortla nU    6 enilno tset otset arutturts oizicresE] 5 otset arutturts oizicresE] 5 otset arutturts oizicresE etsopsiR] 5 FDP otset arutturts oizicresE] 5 FTR otset arutturts oizicresE] 5 otset arutturts oizicresE 9-5 odarG :otset otseuq rep otaligsnoc artuttl id olleviL .ozrehcs onu olos 'E ?odnom li onnaretsiuqnoc odnauq osoidnarg 'aras noN .aifargoib anu id arutturts al ereconoc a imeduts ilg eratuia rep otmetatsims id otipmoc nU 6    5 :inna .anaciremA aznednepidnild   arreuG allus acitsiggas id iggassap euqnic onnareggel imeduts iig      aznednepidnild   arreuG alled oroval id oilgoF II | 7 otset led arutturts etsopsiR el azzilausiv beW resworB out len 6 otset led arutturts alled adehS amirpetna FDP 6 otset led arutturts alled adehS FTR 6 otset led arutturts adehS 11-7 odarG :otset otseuq rep otaligsnoc artuttl id olleviL .icifarg rezinagro odnazillitu otset li etnemavisiv eratneserppar e .lralottni .onucsaic id elapicnirp aedi  l odnemirpse .iggassap ies itseuq osrevartia eraroval onnarema imeduts iout l-   oroval id oilgoF otset led arutturts e elapicnirp aedi onlnelaV naS id onroG etsopsiR azzilausiv beW resworB out leN 6 oroval id oilgoF otset led arutturts e elapicnirp aedi amirpetna FDP 6 oroval id oilgoF otset led arutturts e elapicnirp aedi FTR 6 oroval id oilgoF otset led arutturts e elapicnirp aedi 01-6 odarG :otset otseuq rep otaligsnoc artuttl id olleviL .ivisaurep itset led ehcitsiugnil ehcitsertarec el e arutturts al imeduts ilga erangensi rep evitsopaid 02 ad elibacifidom tnoPrewoP id olledom nU 5 .onna enigap 2 .osofur 'op nu eratnevud ebhertop idniug .inac i adraugir omilt  tsuEQ .emeisn  l noc e orol id art onaoizaler is laforts anu o anecs anu .olotipac nu ,enoizes anu oipnese da( otset led idnarg '  ip itrap e ifargarap .ehcificeps isarf iuc ni odom li osulcni .itset led arutturts al azzilana ni ni elapicnirp aedi  l onottem .otairporppa olotit nu onavort ,oiggassap ingo onoggei imeduts iig .enoizzinzagro own words, and identify the text structure. structure.

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