



Planning a Non-chronological Report Using a Spidergram



LO: I can plan a report using a spider diagram.

Aim

- I can organise a non-chronological report using a spidergram.

Success Criteria

- I can explain why non-chronological reports are important and the job they do.
- I can explain why it is important to plan my writing.
- I can use a spidergram to help organise my ideas for writing a non-chronological report.

Why do we read and write reports?

- Reports organise and store information.
- We read them to find out information.
- We write them to give information to others.
- A non-chronological reports means that information does not need to be organised in a special order.



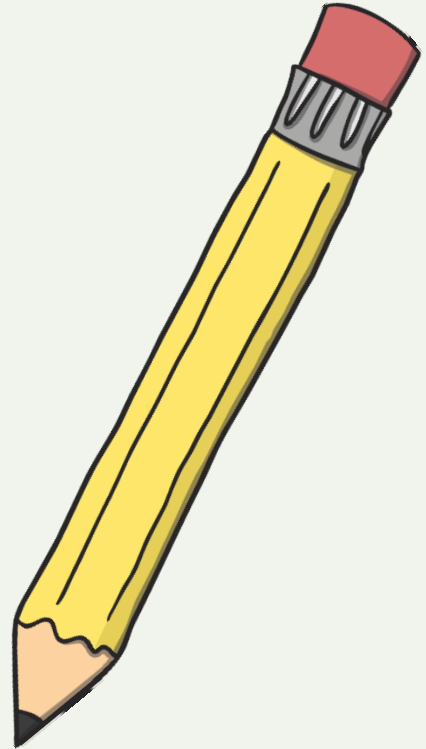
Why do I need to plan my report before I write it?

- To help me plan and organise my ideas and information I have researched or collected.
- To organise the information into subject areas using sub-headings so that it is easier for the reader to follow.
- To organise what I will include in each section to help make my writing clearer.

Step 1

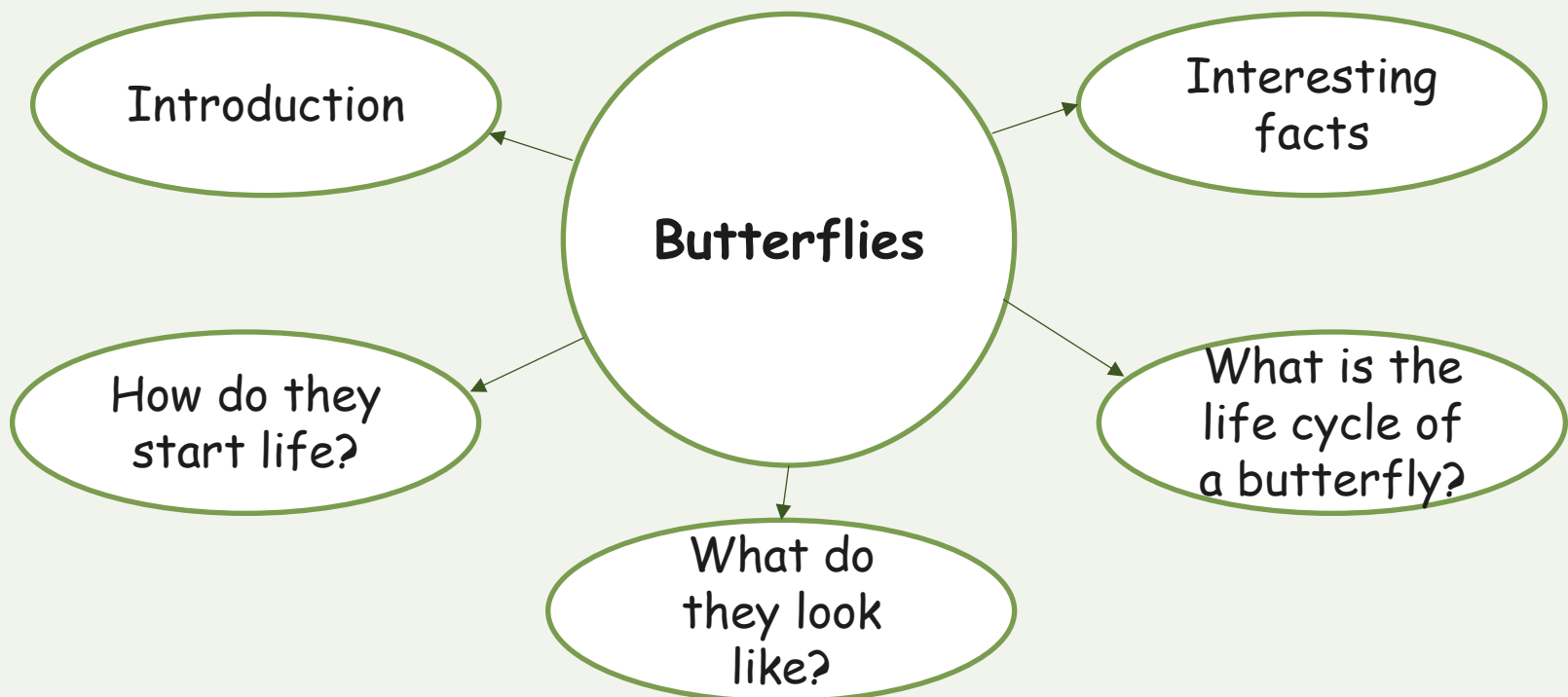
Decide what the title of your report is going to be and write this in the centre of your plan.

Caterpillars and butterflies



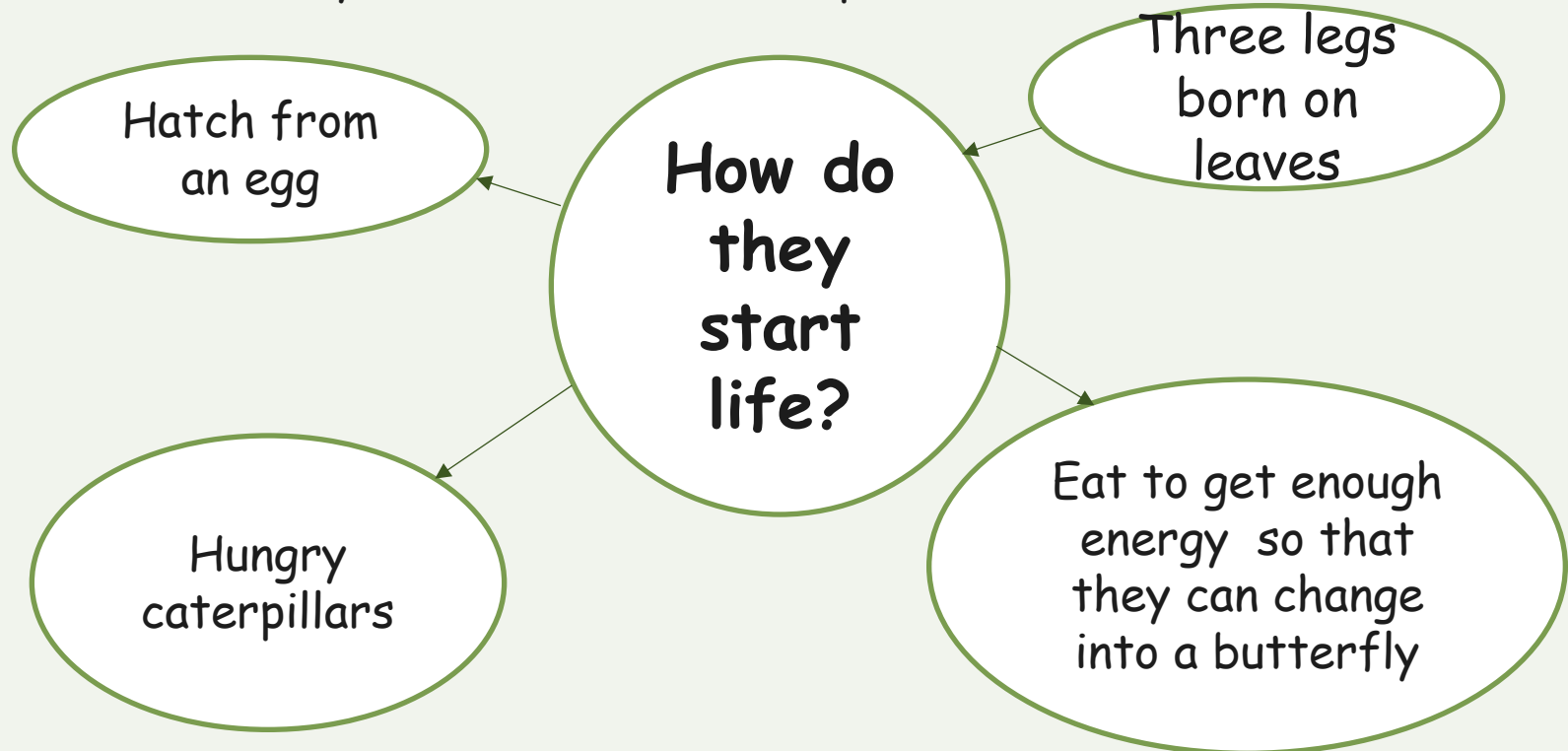
Step 2

Next, organise the information you would like to include by deciding on the main key areas you think the reader will find interesting. Add a sub-heading for each of these to your plan. Remember to include an introduction so it is clear what your report is about.



Step 3

Now it's time to plan what you will write in each section. Remember to include key facts about each sub-heading, you don't need to write in full sentences at this stage, more detail and description can be added when you write the actual report.



Step 4

Check through your plan and add any important words or technical vocabulary to each section which you think the reader will find interesting.

