

INFORMATION REPORT

When do I use it?

- To present information about a subject.
- To classify and /or describe using facts about the subject's parts, behaviour and qualities.
- Reference articles, research assignments, lectures use this format.

SCAFFOLD

1. A general opening statement in the first paragraph

- ❖ This statement tells the audience what the text is going to be about.
- ❖ This can include a short description of the subject.
- ❖ This can include a definition of the subject.

2. A series of paragraphs about the subject

- ❖ Each paragraph starts with a topic sentence.
- ❖ The topic sentence at the beginning of each paragraph previews the information contained in the rest of the paragraph.
- ❖ Each paragraph should give information about one feature of the subject.
- ❖ These paragraphs may include technical language.

3. A concluding paragraph

- ❖ This paragraph signals the end of the text.
- ❖ It can summarise the report.

EXAMPLE OF INFORMATION REPORT

STRUCTURE

General opening statement

Heading may be used

Topic sentences preview the information in the paragraph

Each paragraph focuses on one feature

CITIES

Since stone age times, people have felt the need to live near other people. At first, people roamed in ~~tribes or clans~~, helping each other to find food, water and shelter. Living in groups also provided protection against wild animals and other groups of people. Eventually, if conditions were suitable, people stopped moving about and established permanent communities. Some of these attracted more and more people. They grew larger, forming cities.

Australian cities develop

Most cities have grown from smaller settlements. Sydney grew on the spot where the first European settlement was established in 1788. At first the population was about 1000, but now its population has grown to four million. Melbourne also started as a tiny farming settlement in 1835. A number of cities have been planned and built as cities, rather than developing from smaller towns. Canberra was planned as Australia's capital city, and building began in the 1920's.

Services

Cities offer their inhabitants and visitors many facilities and services. People are attracted to cities because they provide a wide range of services, and many job opportunities. Today, far more people are employed in factories and offices than on farms, and most people in Australia live in cities. Services provided in cities include a large number of shops (often in large shopping malls), large hospitals, universities and other educational institutions, theatres, parks and gardens, entertainment centres, restaurants and extensive public transport facilities.

Spread of cities

Over the past 100 years, cities have spread to occupy vast areas of the surrounding countryside. This has been ~~caused by~~ improvements in transport and communication. In the past, many people had to walk to most places they needed to go, such as shops or work. To communicate they either had to speak face to face, or write letters. The distances people had to travel was kept as short as possible by keeping cities compact. Houses were built close together, and streets were usually very narrow.

Today, improved transport methods such as cars, trains and buses mean that people can travel further to shops and workplaces, so houses can be built further away from the city centre.

Telecommunication systems allow people to talk to each other from anywhere in a city, or indeed anywhere in the world.

(Source: Excel Essential Skills)

LANGUAGE FEATURES

Written in the third person for a formal style.

Complex sentences contain more than one fact.

Written in past tense.

Factual, precise terms.

Specialised vocabulary.

INFORMATION REPORT TEMPLATE

<p>1 Introduction</p> <ul style="list-style-type: none">- what the text is going to be about- a short description of the subject- can include a definition	
<p>2 Body of the report</p> <ul style="list-style-type: none">- each paragraph begins with a topic sentence which previews the information in the rest of the paragraph- sentences after give more details- each paragraph should give information about one feature of the subject- may include technical language	
<p>3. Repeat the same steps as 2</p>	
<p>4. Repeat the same steps as 2</p>	
<p>5. A concluding paragraph</p> <ul style="list-style-type: none">- can summarise the report	