

What is an information report?

An information report is a factual text, which means it provides information about something. An information report is used as a way to gain a better understanding about a living or non-living subject. An information report:

- uses facts to explain something
- gives details about a topic
- does not contain personal views
- is usually written, but can also be presented orally (spoken).

Examples of information reports

Topics, or subjects, found in information reports can be about one specific thing or a group of things. Some examples of topics might include:

- cars
- ocean animals
- rain forests
- pollution
- cities
- holiday destinations

Structure of an information report

Formal written information reports usually follow a very specific structure. The first part of an information report is the **title**, or **heading**, of the report. This will tell the reader what topic is covered in the report.

The first **introductory paragraph**, known as the **classification**, explains the aspects of the topic that will be covered in the report.

The following information is contained in the **body paragraphs**. This is where the topic of the report is covered in more detail. These paragraphs use factual information to give the reader a better understanding of the topic. Often, these paragraphs are broken up by **sub-headings** to help organise the information.

The **conclusion** of an information report gives any final details or facts about the topic. It may also be used to review what the report was about.

Visual elements are important because they help the reader to understand the topic better. Visual elements can include drawings, photographs, graphs, maps or diagrams.

A **glossary** is often put at the end of an information report. A glossary is a list of technical words used in the report and their definitions.

The **bibliography** is a list of resources like books, magazines and websites, which were used to help write the information report.

Creating an information report

The first step in preparing an information report is to choose the topic of the report. Then you will need to research the topic. Textbooks, websites, an encyclopaedia and other information reports are good places to gather information. If you are on holiday, you might find brochures with information that you can use in your report. You might also want to look for pictures and diagrams to use in your report.

Once you have the information, you will need to organise it into the structure of an information report. It is also important to make a list of any important words to use in the glossary. Information reports are generally written in the present tense.

When you have finished writing the report, read it again to make sure that it **uses facts, gives details, and does not contain personal views**. Always check your text for correct spelling, grammar and punctuation.