

Features of a Non-Chronological Report Checklist

	✓	✓	✓
Did I...	Child	Friend	Teacher
Structure and Language			
include a title which tells the reader what my report is about?			
write an introduction giving the reader some brief information about the topic?			
include some interesting, clear, accurate and detailed information about the topic?			
select vocabulary carefully using technical vocabulary when necessary?			
use organisational and presentational devices to structure my text (e.g. headings, bullet points, underlining?)			
end with a summary explaining the main points I want my audience to remember?			
Punctuation and Grammar			
use a colon to introduce a list?			
use a semi colon to separate items in a list?			

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Punctuation and Grammar			
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use a semi colon to separate items in a list?			
You were good at...			
Next time it might be better if...			