

# Non-Chronological Report Planning Sheet

Write some notes into each box about what you would write for each section. Read the question/information to help you. Remember to use your technical language sheet and the example NCR from yesterday too.

**Topic Heading** – Make sure that it is clearly details the whole subject of what you will write about.

**Introductory Paragraph** – this needs to give an overview of the topic, summarising the main /important features.

**Section / Paragraph 1** – Needs a clear, precise sub-heading. Goes into more detail about a particular aspect of the topic.

**Section / Paragraph 3** – Needs a clear, precise sub-heading. Goes into more detail about a particular aspect of the topic.

**Section / Paragraph 2** – Needs a clear, precise sub-heading. Goes into more detail about a particular aspect of the topic.

**Fact Box** – what short pieces of information could you include that will grasp the readers' attention.

**Images and Captions** – How will you visually assist the information that you give with suitable pictures and an explanation?

