

Non-chronological Reports	
Features	
My report describes the way things are	
I wrote an opening statement	
I used paragraphs	
I used an impersonal tone and formal style with no personal pronouns	
My report is non-chronological	
I used verbs in the present tense	
I made some use of the passive voice	
I used correct technical words	
I gave clear explanations when needed	
I have used fronted adverbials of place	
I used some longer/complex sentences	
I used appropriate and helpful punctuation	
I included subheadings	

1. Read through your piece of writing and, as you read, tick the features you have included.
2. If you do not have **all the features** of the text, review and edit your writing to include them.
3. Read through again and make sure you are proud of your writing.
4. Send the piece for feedback.