

PLANNING SHEET

Text Type:	Non-Chronological Report	UKS2
Purpose:	To organise and record factual information, to inform the reader.	
Text Features:	Written in the third person: (he, she, it, they) Written in the past or usually the present tense: (was, did, had or is, does, has). Non-chronological order, clear factual style Heading, opening statement, sub headings with each paragraph	
Organisational Features:	Possible use of: bullet points, different font sizes, tables, diagrams, photographs, pictures, maps, to add more information, provide clarity and break up the text Sub headings for paragraphs	
Openers:	<i>Most ..., Many..., Often..., They are..., They were..., They also..., It is...</i>	
Connectives:	Quantity: <i>none, some, most, all, few, many, the majority of</i> Cause and effect: <i>because, as a result, consequently, therefore, since, until, whenever, depending upon, eventually, subsequently</i> Comparison: <i>equally, similarly, compared with, in the same way</i> Contrast: <i>but, however, alternatively, the opposite, instead, apart from, yet, in contrast, nevertheless</i>	
Vocabulary:	Use and explain some technical and specialist words found during research: breed, canine, carnivore, habitat, etc	

Heading: what is the report about?

This is your title – remember make it catchy and interesting – the reader should want to read on. Don't just call it 'SPACE' think of something different such as 'IN A GALAXY FAR AWAY'.

Paragraph 1: remember to include a sub-heading – what the paragraph is about?

In this paragraph you are introducing the reader to your topic. If you have choose to write about the solar system and all of the planets in it this paragraph need to explain that.

For example:

The solar system is a group of planets that all orbit around a large star, which is called the Sun. There are eight planets in total orbiting the sun, starting with the planet nearest to the sun they are called: Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus and Neptune. Previously, there were nine planets; however Pluto was reclassified as a dwarf planet in 2006 due to it being too small and having an unstable orbit. Read on to find out more fabulous facts...

Next paragraphs:

You now need to plan what is going to be in the rest of your paragraphs – remember you need at least five more. Think of sub headings.

Make a plan:

Paragraph 2:

Sub heading:

Paragraph 3:

Subheading:

Paragraph 4:

Subheading:

Paragraph 5:

Subheading:

Paragraph 6:

Subheading: