

Information Reports

Planning an Information Report

Purpose:

To inform the reader about a specific topic.

Use this sheet to plan your information report.

Use bullet points or short sentences to organise your ideas.

Remember this sheet is just for you, not the reader, so your sentences don't have to be whole.

Topic:

Introduction

Start by outlining what your topic is. Then, state the broad categories that your facts are going to fall into.



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