What is an information report?
Information reports include information about an entire class of things (living or non-living). They include a logical sequence of facts that are stated without personal involvement or bias from the author.

Structure of an information report
- Opening statement: introduces the topic which often involves a classification of the thing about which the report is written
- Main body of the report: includes a description of the aspects, features or characteristics of the subject
- Related information grouped in paragraphs
- Topic sentences (introductory sentences for each paragraph): provides an indication of what is to follow
- Paragraph content that elaborates on or supports the content of the topic sentence (facts & details)
- Concluding information or a summary paragraph
- Visual text: used to support and extend written information (diagrams, maps, pictures, etc.)
- Headings: used to structure sections and content (e.g. title, subheadings)
- A list of resources and references if appropriate
- Glossary if appropriate

Language features / text structure
- Specialised vocabulary allowing fewer words that convey more information
- Sentences containing more than one fact
- Complex sentences – use of conjunctions
- Generalisations that apply to general class of things, rather than specific things
- Formal and objective style of writing (few personal pronouns)
- Written in third person
- Descriptive language using factual and precise adjectives, and verbs and adverbs
- Economical use of language including verbs to describe actions (e.g. swims, speaks) or to link characteristics of the subject of the report (e.g. Whales are mammals that live in the sea)
- Language comparison (e.g. compared with, smaller than, greatest, different from, like)
- Definitions of uncommon or subject-specific terms
- Timeless present tense
- Brackets to explain, clarify or add extra information