<u>Non-</u> chronological	QT?	D	Now
Parts	Title, sometimes as a question Fact boxes	Definition Or what is a?	Needs to have a conclusion or Wow Ending
Tips	Separate Sub-headings for each section. Interesting facts Information about each area/ section Diagrams, pictures, captions	What Is Your Report About? Overview of: Who? What? Where? Third Person/ Present Tense (unless historical)	May include wow facts or 'Did you know?'
Key language	Factual language *Technical language May include a glossary		