

# INFORMATION REPORT

This week we are going to be looking at how to structure (how to write with the correct paragraphs) an **information report**.



What is an  
information  
report?

# INFORMATION REPORT

An information report is a type of text that gives information to describe something. The thing it is describing could be a living thing or a non-living thing. For example you could have an information report describing a panda and also have an information report describing a video game.



An information report is made up of four parts.

1. The title

2. A General Statement

3. A Description

4. An Evaluation

African elephants are the largest land animals in the world.

Elephants eat grass, fruit, leaves, branches and roots. They use their trunks to gather grass and pick leaves and fruit.

Elephants suck up water with their long trunks, and put the water in their mouths.

Their longest teeth are called tusks. Elephants use their tusks to push down trees, and dig up the roots.

Elephants live in families called herds.

The oldest female elephant leads the herd.

She knows where the best grass grows, and she remembers where to find water.

Elephants remember many things.

African elephants are very intelligent. They are amazing animals.



**Task 1-** Read over the information report with an adult.

**Task 2-** Discuss what you think the title of the report might be.

# General Statement

The general statement is where the topic of the information report is explained to the reader. Think of it as a more in-depth title. The general statement should give more detail of the title in one or two sentences.

For example,

**Title- Macaroni Cheese**

**General statement- Macaroni cheese is a food dish made of macaroni pasta and a cheese sauce.**

This is one sentence to explain what the title is.

African elephants  
are the largest land animals  
in the world.

**Task 3-** Write out this jumbled up version of the general statement then put a number above each word to show what order they should go in.

For example, you would write the number 1 above the word 'African'.

elephants largest African the land are the animals world in.

African elephants  
are the largest land animals  
in the world.

# Description

The descriptive paragraphs tell the reader about the subject's physical appearance (what it looks like) and other characteristics, like what it does.

## Task 3- Order of description

The descriptive paragraphs tell us different things about African elephants. Which order is correct?

- a) How they find where to live- How they drink- What they eat- What they do
- b) How they drink- What they eat- What they do- How they find where to live
- c) What they eat- How they drink- What they do- How they find where to live
- d) What they eat- How they drink- How they find where to live- What they do

Discuss with an adult and write down your answer, a) b) c) or d).



# Evaluation

The evaluation paragraph provides a summary of the subject (African elephant) and it tells us how the author feels about it. The author's personal opinion comes into this paragraph.

**Task 4-** Do you think the author likes African elephants? Why do you think this, what words have they used? Discuss your answer with an adult and write down what you think, 1 or 2 sentences.

So I can see what you have worked on take a photo of your answers and upload it as an attachment to the Writing Assignment on TEAMS.