

Now you have completed your plan - you are now going to write your amazing report on '*Coronavirus*'.

**REFER TO YOUR
PLAN FROM
YESTERDAY.**

FEATURES OF A REPORT:

- **Topic Title** covers the whole subject
- Brief **introduction paragraph** gives who/what/where overview
- The information is organised into **paragraphs**
- Each category has a **sub-heading**
- Some information may be in **fact boxes or bullet points** lists
- **Extra details** support the main points
- Non-chronological reports use **factual language**
- **Present tense** verbs
- **Technical language** may be explained in a glossary
- Non-chronological reports have a **formal tone**
- **General language**, not particular examples

DAYS AND TASKS:

THURSDAY – DAY 4

- Complete on the template on page 3:
 - Topic Title
 - Paragraph 1: Introduction: **Coronavirus and its Spread**
 - Paragraph 2: **Catching the Virus**
 - Fact Box
 - Glossary (on-going)

FRIDAY – DAY 5

- Complete on the template on page 3:
 - Paragraph 3: **Preventing the Virus Spreading**
 - Paragraph 4: Conclusion: **The Future and Our World**
 - Glossary (complete)
 - Picture – you can find your own picture

**** THIS TASK IS OVER 2 DAYS – THERE IS NO NEED TO TURN IN YOUR WORK ON THURSDAY ****

This is for information – Type your report on the next page

Topic Title:

Topic Title: What is Coronavirus?

- It covers the whole topic

PARAGRAPH 1: Brief introductory paragraph – who/what/where overview

- Use of factual language (no opinions) and written in the third person using a formal tone
- Present tense verbs (unless it is a historical report, then the past tense is used)
- Technical vocabulary may be highlighted in bold and explained in a glossary
- General language, not particular examples

PARAGRAPH 2 Sub-heading and paragraph – extra details support the main points

- Use of factual language (no opinions) and written in the third person using a formal tone
- Present tense verbs (unless it is a historical report, then the past tense is used)
- Technical vocabulary may be highlighted in bold and explained in a glossary
- General language, not particular examples

PARAGRAPH 3 Sub-heading and paragraph – extra details support the main points

- Use of factual language (no opinions) and written in the third person using a formal tone
- Present tense verbs (unless it is a historical report, then the past tense is used)
- Technical vocabulary may be highlighted in bold and explained in a glossary
- General language, not particular examples

Some information given in a **FACT BOX** or as bullet-points in a list

- Use of factual language (no opinions) and written in the third person using a formal tone
- Present tense verbs (unless it is a historical report, then the past tense is used)
- Technical vocabulary may be highlighted in bold and explained in a glossary
- General language, not particular examples

Possible use of a glossary

- Terms listed in alphabetical order

Picture

PARAGRAPH 4: Sub-heading and conclusion paragraph – extra details support the main points

- Use of factual language (no opinions) and written in the third person using a formal tone
- Present tense verbs (unless it is a historical report, then the past tense is used)
- Technical vocabulary may be highlighted in bold and explained in a glossary
- General language, not particular examples

Topic Title:

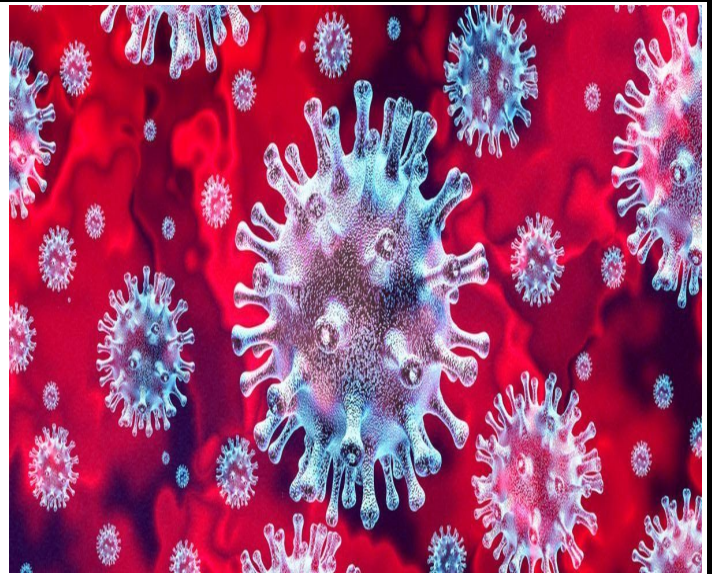
Paragraph 1: Introduction: **Coronavirus and its Spread**

Paragraph 2: **Catching the Virus**

Paragraph 3: **Preventing the Virus Spreading**

Fact Box:

Glossary:



Paragraph 4: Conclusion: **The Future and Our World**