

Progression in Reports					
	Purpose: To provide detailed information about the way things are or were. To help readers/listeners understand what is being described by organising or categorising information.				
	Examples: Describing aspects of daily life in history; the characteristics of anything (e.g. particular animals or plants; comparing and describing localities or geographical features; information leaflets; tourist guidebooks; encyclopaedia entries; magazine articles				
Year	Genre Structure	Text Features	Sentence Features	Grammatical Features	Punctuation
1	<ul style="list-style-type: none"> Assemble information on a subject from own experience eg. pets Opening statement Write sentences to describe aspects of the subject Cohesive devices within a paragraph; then, after, that, this, firstly Ideas grouped into similarities 	<ul style="list-style-type: none"> Fact file Sequence sentences to form short passages Labels and captions 	<ul style="list-style-type: none"> Oral rehearsal of sentence structure Joining word and join clauses using 'and' and 'because' Third person 	<ul style="list-style-type: none"> Noun Past tense verbs Adjectives Time conjunctions to show chronological order Coordinating conjunctions to join sentences together 	<ul style="list-style-type: none"> Separate words with spaces Capital letters and full stops question marks Exclamation marks Capital letters for names and for the personal pronoun I
2	<ul style="list-style-type: none"> Clear introduction to classify the subject of the report Grouping Information into specific sections eg. <ul style="list-style-type: none"> - classification - description - habitats 	<ul style="list-style-type: none"> Correct choice and use of present tense or past tense throughout writing 	<ul style="list-style-type: none"> Sentence types: statement, command, exclamation, question (rhetorical) Noun phrases to generalise e.g. most butterflies, some insects, all hedgehogs, Expanded noun phrases - adjectives before the noun or preposition phrase after the noun Collective nouns Coordinating and subordinating conjunctions in sentences 	<ul style="list-style-type: none"> Present and past tense Questions to form titles Conjunctions Adjectives Comparative adjectives to create description- -er, -est Coordinating conjunctions: and, or, but Subordinating conjunctions: when, if, that, because 	<ul style="list-style-type: none"> Question marks Capital letters, full stops, question marks and exclamation marks to demarcate sentences Capitalisation for common and proper nouns Commas to separate items in a list Apostrophes for singular possession
3	<ul style="list-style-type: none"> Clear introduction and conclusion Paragraphs organised correctly into key ideas Subheadings used to organise information 	<ul style="list-style-type: none"> Present perfect verb form – Hedgehogs have lived in this area for many years Paragraphs to group related information eg. appearance, feeding habits Headings and sub headings to aid presentation 	<ul style="list-style-type: none"> Prepositional phrases to clarify physical features, Conjunctions- also, consequently, likewise Prepositions to clarify position Subordinating clauses; multi-clause sentences Similes to specify 	<ul style="list-style-type: none"> Conjunctions: time, place and cause Adverbs- therefore, however Prepositions- instead of, because of Subordinating conjunctions as adverbials; cause Subordinate clauses using subordinating conjunctions 	<ul style="list-style-type: none"> Capital letters, full stops, question marks and exclamation marks to demarcate sentences Capitalisation for common and proper nouns Commas to separate items in a list

				<i>Note the lack of 'adverbs of time' drawing attention to the difference between recounts (chronological) and non-chronological reports</i>	<ul style="list-style-type: none"> • Apostrophes for singular possession
4	<ul style="list-style-type: none"> • Clear introduction and conclusion • Paragraphs organised into key ideas • Subheadings to organise information 	<ul style="list-style-type: none"> • Pronouns (person or possessive) or nouns, within and across sentences- cohesion • Paragraphs to organise ideas around a theme • Paragraph breaks within headed sections of reports • Cohesive devices within a paragraph; then, after, that, this, firstly 	<ul style="list-style-type: none"> • Wider range of subordinating conjunctions; although, however, despite, therefore • Subordination and coordination; general to specific in one sentence eg. Most bees are black but/however some are red • Preposition phrases and subordinate clauses as fronted adverbials; place, manner or frequency • Fronted adverbials to draw similarities; Like, As well as, On the whole, • Expanded noun phrases; modifying adjectives, nouns and preposition phrases 	<ul style="list-style-type: none"> • Cohesion through the use of nouns and pronouns • Paragraphs to organise ideas • Adverbs of time, place, manner • Nouns • pronouns • conjunctions • simple past, past progressive and past perfect tense • Fronted adverbials • First and third person 	<ul style="list-style-type: none"> • Comma after fronted adverbials • Apostrophes for singular and plural possession • Commas in a list • Inverted commas if using quotations and to demonstrate excitement
5	<ul style="list-style-type: none"> • Introduction and conclusion provide detail and give cohesion to the piece • Layout devices including headings, sub-headings, columns, bullets and tables to structure texts • Introductory sentence for each paragraph to explicitly give the main idea 	<ul style="list-style-type: none"> • Cohesive devices within a paragraph; then, after, that, this, firstly • Cohesive devices across paragraphs: <ul style="list-style-type: none"> - repetition of a word or phrase - adverbials - ellipses • Adverbials of place and number to link ideas across structured paragraphs 	<ul style="list-style-type: none"> • Variation in sentence length to support cohesion • Relative clauses • Expanded noun phrases using pronouns 'which' and 'that' • Fronted adverbials to draw similarities and differences • Degrees of possibility using modal verbs and adverbs • Passive and active • Comparative sentences 	<ul style="list-style-type: none"> • Adverbials- cohesion within paragraphs • Parenthesis to add additional information • Modifiers • Simple past, past progressive and past perfect • Modal verbs • Layout devices to provide additional information and guide the reader • Reported speech 	<ul style="list-style-type: none"> • Parenthesis: brackets, dashes, commas • Commas to parenthesise relative clauses • Commas to clarify meaning or avoid ambiguity • semi-colons
6	<ul style="list-style-type: none"> • Introduction and conclusion provide detail and give cohesion to the piece • Layout devices including headings, sub-headings, columns, bullets and tables to structure texts 	<ul style="list-style-type: none"> • Wider range of cohesive devices to link ideas across paragraphs <ul style="list-style-type: none"> - repetition of a word or phrase - use of a wider range of adverbials - ellipsis 	<ul style="list-style-type: none"> • Passive to: <ul style="list-style-type: none"> - avoid personalisation - avoid naming the agent of a verb - add variety to sentences - maintain an appropriate level of 	<ul style="list-style-type: none"> • More complex examples of: <ul style="list-style-type: none"> • Adverbs of time, place, manner • Modifiers to intensify or qualify • Nouns and pronouns for clarity and cohesion 	<ul style="list-style-type: none"> • Semi-colon, colon or dash to mark the boundary between independent clauses • Bullet points, semi-colons and colons to punctuate lists • Brackets

	<ul style="list-style-type: none"> • Introductory sentence for each paragraph to explicitly give the main idea 	<ul style="list-style-type: none"> • Range of layout devices to structure text <ul style="list-style-type: none"> - heading - subheadings - columns - bullet points - tables - diagrams • Sustained levels of formality demonstrated through sentence and word choices 	<p>formality</p> <ul style="list-style-type: none"> • Subjunctive form 	<ul style="list-style-type: none"> • Simple past, past progressive and past perfect • Fronted adverbials • Modal verbs • Tense changes according to the purpose • Reported/ direct speech • Vocabulary typical of formal or informal speech • Comparative adjectives 	
--	---	---	---	---	--