

Key Features of a Report

Read the report about Tanzania and keep a tally of each of the key features you find in it in the list below.

Introduction including 5 Ws, mainly where in this one (How many times is it mentioned?)	
Information organised into paragraphs with subheadings (How many are used?)	
Extra details about the facts (lots but can you find at least 3)	
Written in the third person so it is impersonal (Have any he, she, I crept in?)	
Noun which sentences (How many?)	
Statistics and data (how many numbers used?)	

Key Features of a Report ANSWERS

Read the report about Tanzania and keep a tally of each of the key features you find in it in the list below.

Introduction including 5 Ws, mainly where in this one	Who – neighbour, tribes, animals What – it is a country Where – East Africa Why – one quarter is national parks to protect animals and tribes When – today
Information organised into paragraphs with subheadings	Introduction Landscape Climate
Extra details about the facts	Kilimanjaro Acacia and baobab trees
Written in the third person so it is impersonal	No I or she or he
Noun which sentences	The savannah, which covers the majority of the country, is a mixture of grass and trees The highlands, which have a temperature range between 10 and 20 °C are often the most successful place to grow crops such as tomatoes and aubergine Tanzania, which is a country located in East Africa, is a fascinating place
Statistics and data	size - 950,000 sq km, temperatures – 20 °C