

# Information Report

**When do I use it?** To present information about an object, animal, person or place.

<b>CLASSIFICATION</b>	Introduce your topic. Tell what the object or animal is, who the person is, or where the place is.
<b>DESCRIPTION</b>	Use paragraphs with topic sentences to organise the bundles of information.
<b>Object</b>	- size, shape and features, dynamics, where it is used or found.
<b>Person</b>	- characteristics, where he/she lives, what he/she does, achievements.
<b>Animal</b>	- appearance, behaviour, habitat, breeding.
<b>Place</b>	- size, facts, features
<b>CONCLUSION</b>	(Optional) You may want to make a personal comment about the subject of the report.

## Use:

<p><b>Timeless Present Tense</b></p> <ul style="list-style-type: none"> <li>• Vultures circle their prey..</li> <li>• ..is a popular holiday spot</li> </ul>	<p><b>General Nouns</b></p> <ul style="list-style-type: none"> <li>• ski resort</li> <li>• rock musician</li> <li>• mountain goat</li> </ul>	<p><b>Technical Terms</b></p> <ul style="list-style-type: none"> <li>• Dolphins are mammals ....</li> <li>• ..is an orthopaedic surgeon</li> <li>• ..is situated on the fault line</li> </ul>
<p><b>Relational Processes</b></p> <ul style="list-style-type: none"> <li>• Jupiter is the largest planet in our solar system.</li> <li>• Unlike rabbits, the young foxes are born fully haired.</li> </ul>		

# Exposition

**When do I use it?** To argue or persuade a case for or against a particular point of view.

<b>INTRODUCTION</b>	State the problem or your position on the topic.
<b>ARGUMENT</b>	Give the arguments for and rebut any arguments against.
<b>CONCLUSION</b>	You might restate your position in the conclusion to help the reader make up his or her mind.

## Use:

<p><b>Reported Speech</b></p> <ul style="list-style-type: none"> <li>• Many residents say ...</li> <li>• A number of newspapers have reported ...</li> </ul>	<p><b>Evaluative Language</b></p> <ul style="list-style-type: none"> <li>• It is extremely important that we ....</li> <li>• It is not our responsibility ..</li> </ul>	<p><b>Conjunctions, Connectives</b></p> <ul style="list-style-type: none"> <li>• ..because..</li> <li>• ..therefore..</li> <li>• firstly</li> <li>• secondly</li> </ul>
<p><b>Modal Verbs</b></p> <ul style="list-style-type: none"> <li>• We must take care...</li> </ul>	<p><b>Technical Terms</b></p> <ul style="list-style-type: none"> <li>• Japan's marine life ...</li> <li>• Multi-storey buildings ....</li> <li>• Leisure time ..</li> </ul>	<p><b>Thinking Verbs</b></p> <ul style="list-style-type: none"> <li>• Many people believe...</li> </ul>