Topic Title

- Covers the whole subject

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

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

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

Possible use of a glossary at the end of the text

- Terms listed in alphabetical order