

INFORMATION REPORT

YEAR 4: Writing Worksheets

WHAT IS AN INFORMATION REPORT?

Activity 1: Read the text and answer the questions.

An information report gives factual information about a topic. It usually includes a title, an introduction, factual paragraphs, and a conclusion. The language is in the present tense and uses topic-specific words. Reports do not include opinions.



Name:

Date:

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Questions:

1. What is the purpose of an information report?

2. What tense is it written in?

3. List three features of an information report.

4. Can you write an information report about a person? Why or why not?

Name:

Date:

INFORMATION REPORT

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LABEL THE PARTS OF A REPORT



Activity 2: Read this short information report and label each part using different colour pencil for each label: (Use: Title, Introduction, Paragraph 1, Paragraph 2, Conclusion).

Koalas

Koalas are native Australian animals. They are known for their fluffy ears and tree-dwelling habits.

Koalas have grey fur, a large black nose, and strong claws for climbing trees.

They live in eucalyptus forests and eat mostly eucalyptus leaves.

Koalas are quiet animals and sleep for up to 20 hours a day!

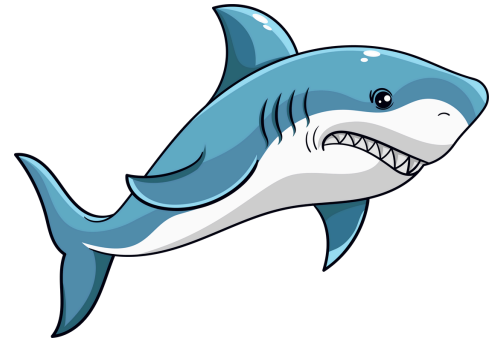
Name: _____

Date: _____

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SORT THE FACTS



Activity 3: Here are some facts about Sharks. Sort them into the correct sections by writing the number in the right box.

Facts:

1. Sharks have sharp teeth and tough skin.
2. Sharks are fish that live in oceans all over the world.
3. Sharks eat fish, squid, and sometimes seals.
4. Sharks do not have bones.
5. Some sharks can be as small as 20cm or as big as a bus!
6. Most sharks are not dangerous to humans.

Appearance	Habitat	Diet	Other Facts

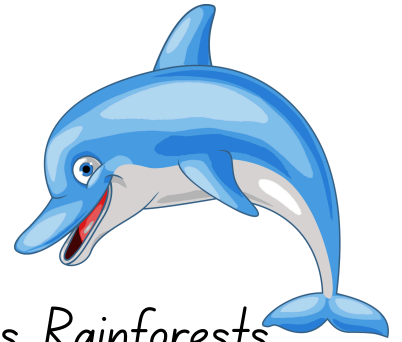
Name:

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PLAN YOUR OWN REPORT



Activity 4: Choose a topic you know about (e.g. Cats, Rainforests, Reptiles, Soccer)

Fill in the table to plan your report.

Topic: _____

Section	Key Points You Will Include
Introduction	
Appearance	
Habitat / Location	
Diet / Function	
Fun Facts	

Name: _____

Date: _____



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Activity 5: Use your plan to write a short information report in full sentences. Use present tense, paragraphs, and topic words.

Date:

INFORMATION REPORT

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Handwriting practice area with multiple sets of three horizontal lines (top solid, middle dashed, bottom solid) for writing.

Name:

Date:

ANSWERS

Name: _____

Date: _____

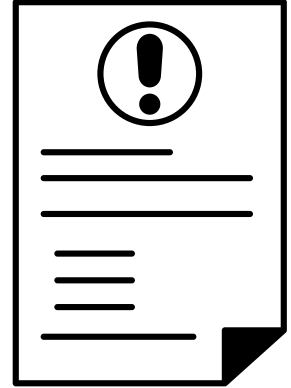
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Activity 1: What Is an Information Report?

Sample Answers:

1. To give factual information about a topic.
2. Present tense.
3. Title, introduction, factual paragraphs, conclusion.
4. Yes – if you're giving factual information about a person (e.g. Jane Goodall or an explorer).



Activity 2: Label the Parts of a Report

Sample Answers:

- Title: Koalas
- Introduction: Koalas are native Australian animals...
- Paragraph 1: Koalas have grey fur...
- Paragraph 2: They live in eucalyptus forests...
- Conclusion: Koalas are quiet animals...

Name: _____

Date: _____

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Activity 3: Sort the Facts

Appearance	Habitat	Diet	Other Facts
1, 4	2	3	5, 6

Activity 4: Plan Your Own Report: Dolphins

Section	Key Points You Will Include
Introduction	Dolphins are smart sea mammals found worldwide.
Appearance	Grey skin, curved fins, long snout.
Habitat / Location	Oceans and coastal areas.
Diet / Function	Fish, squid – use echolocation to hunt.
Fun Facts	Can jump, communicate with sounds, live in groups.

Name:

Date:

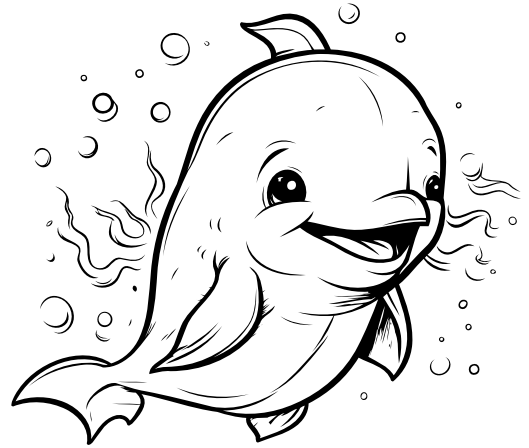
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Activity 5: Write Your Report

Sample Answer (Dolphins):

Dolphins



Dolphins are intelligent mammals that live in oceans all around the world. They are known for their playful nature and clever hunting skills. Dolphins have smooth grey skin, a curved dorsal fin, and a long snout. They breathe through a blowhole on top of their head. Most dolphins live in warm seas near the coast. They swim in groups called pods. Dolphins eat fish and squid. They use echolocation to find their prey. Dolphins are amazing creatures that can jump out of water and make high-pitched sounds to talk to each other.

Name:

Date: