A. Purpose
The purpose of an information report is to provide information about a situation that has happened or is happening.

B. Types
- Formal Report
- Review
- Scientific Report

C. Context
- Subject matter: wide variety e.g. natural and physical world; human environments
- Roles and relationships: the writer is an authority and may be unknown to the reader
- Medium: Internet, books, encyclopedias, historical, geographical and scientific texts
- Mode: written – including illustrations; oral – may include a powerpoint presentation with headings and key terms.

D. Text
How to write the information report:
- Structure
  - Opening statement
  - Series of facts about various aspects of the subject e.g. purpose, features, functions, characteristics
  - Formal and clear organization of information in paragraphs
  - Habits, behaviours or uses are explained
  - Classification of objects
  - Conclusion sums up what has been discussed in the report
  - Diagrams, photographs, illustrations, tables and maps may be used to enhance the text
  - Bibliography: list of sources used to research the report
- Vocabulary
  - Focus is on groups / categories e.g. dogs rather than my dog
  - Technical terms commonly used
- Grammar
  - Present tense is usually used e.g. are found, occurs.
  - Verbs: ‘to be’ and ‘to have’ are common e.g. is, were, have, had
  - Passive verbs e.g. were planted.
  - Cause and effect connectives used: because, so, as result of

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Example

Enoggera Creek

The headwaters of Enoggera Creek are in the D’Aquilar Ranges near Mt Nebo. The creek flows down between the ranges through many suburbs on its journey to the sea.

This report aims to determine the health of the creek and the effect of the introduction of non-native flora, domestic run-off and pollution.

Many specimens of native flora and fauna in the creek area have disappeared. Trees have been cut down and this has reduced the number of animals who can live in the area because of the lack of protection or food sources. When we compare present photos with those of the past, we see that the previous diversity of plant and animal life no longer exists. Local residents have used the banks for disposal of garden clippings and introduced species of plants have taken over the native fauna.

Water tests that have been carried out have shown that there is now a high level of toxicity in the water. There are many factories along the banks and their waste products may be leeching into the water. This has reduced the numbers of native fish that can be sustained in the creek.

Often waste products and rubbish are found in the creek. This can cause injury or death to the animals and fish if they become tangled in plastic bags or cans.

Our findings would suggest that there is significant evidence of pollution in the creek. One solution would be to lobby council to impose more penalties on organizations that allow waste products to leech into the creek. As well, local residents should be made more aware of the problems caused by the disposal of their garden rubbish and be urged to support clean up days.

Reference List