

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

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Some information given in a fact box or as bullet-points in a list

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Possible use of a glossary at the end of the text

- Terms listed in alphabetical order

