

# Information Reports

## Purpose

To present facts and information about a person, place, object or thing.

## Structure

### 1 *Title*

Tells the reader what you will be reading about

### 2 *Opening Statement*

A summary of what the report will be about

### 3 *Paragraphs*

Each contains a different subject on the topic

### 4 *Diagrams / Illustrations*

Helps the reader understand the topic