

Elephants

There are two types of elephant. Indian elephants are smaller than African elephants. African elephants are the biggest land animal. They can live to be eighty.



Baby Elephants

A baby elephant is called a calf. A newborn elephant weighs about 110kg. It is covered in hair.

Baby elephants stay in the group until they are about ten years old.



The Trunk

An elephant's trunk is really a nose. They use their trunk to drink. They breathe through the trunk. They also use the trunk to break branches and to pick up food.



Food

Adult elephants eat in the morning and evening. They eat lots of leaves and grass. They use their trunk to suck up water and then squirt it in their mouth.



Habitat

African elephants live in grasslands and forests. Indian elephants live in jungles. Their habitats are being destroyed.



Protecting Elephants

Elephants are beautiful animals. People must save their habitat and protect them. Without this help all the world's elephants will die.



This is...

a report

report

a letter

a story

an advert

an instruction

a recount

a play

Writing Reports

What is a report like?

Let's look...



A Heading

Elephants

There are two types of elephant. Indian elephants are smaller than African elephants. African elephants are the biggest land animal. They can live to be eighty.



The first paragraph is general. It tells us about the topic.

The verbs (do) are 'now' not 'past'.

A Sub
Heading

Baby Elephants

A baby elephant **is** called a calf. A newborn elephant **weighs** about 110kg. It **is** covered in hair.

Baby elephants **stay** in the group until they **are** about ten years old.



This paragraph gives details about one aspect.

The verbs (do) are 'now' not 'past'.

A Sub
Heading

The Trunk

An elephant's trunk is really a nose. They use their trunk to drink. They breathe through the trunk. They also use the trunk to break branches and to pick up food.



This paragraph gives details about one aspect.

The verbs (do) are 'now' not 'past'.

A Sub
Heading

Food

Adult elephants **eat** in the morning and evening. They **eat** lots of leaves and grass. They **use** their trunk **to suck up** water and then **squirt** it in their mouth.



This paragraph gives details about one aspect.

The verbs (do) are 'now' not 'past'.

A Sub
Heading

Habitat

African elephants **live** in grasslands and forests.
Indian elephants **live** in jungles. Their habitats
are being destroyed.



This paragraph gives details about
one aspect.

The verbs (do) are 'now' not 'past'.

A Sub
Heading

Protecting Elephants

Elephants are beautiful animals. People are trying to save their habitat and protect them. Without help all the world's elephants will die.



This is the concluding paragraph.

The verbs (do) are 'now' not 'past'.

Reports

Elephants



General

Baby elephants



The Trunk



Food



Habitat



Protecting elephants



Concluding paragraph

Detail

Title



General

General topic

Verbs: now not past

Impersonal: he she they not
I

Use headings and
sub headings



Detail



Concluding paragraph

Title:

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	General
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	Detail

	Concluding paragraph
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