

How to write an...

Information Report

Purpose: To retell events of the past.

Tense: Past tense.

Style: First person.

1. Orientation

Set the scene. Use a fantastic / exciting first sentence to start your recount.

Tell your reader:

Who? What? When? Where? Why?

2. Description of Events

What happened?

Sequence the events in order from first to last.



3. Conclusion

→ Personal comment