

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

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