**Non-Chronological Report Checklist**

The **features of a non-chronological report** include **some** of the following:

* An eye-catching heading
* An introductory [paragraph](https://www.theschoolrun.com/what-is-a-paragraph)
* Text split up into paragraphs and each paragraph on a different aspect of the subject
* Subheadings for each paragraph
* Usually written in [present tense](https://www.theschoolrun.com/what-is-verb-tense)
* Pictures of the subject (optional)
* Diagrams with labels (if appropriate)
* Lists of facts in bullet points
* Boxes containing interesting individual facts to grab the attention of the reader
* Technical vocabulary in bold, possibly with a glossary at the end
* A summary to end the report and bring it together