INFORMATION REPORT FOR A PERSON

BROKEN UP INTO SECTIONS, JUST FOLLOW EACH HEADING AND CREATE YOUR OWN

TITLE

- Your title should be interesting but also make sense.
- It does not need to have just the person's name as the heading!

INTRODUCTION

▶ Who are they?

▶ What are they known for?

▶ Introduce the person with small but interesting facts to hook the reader

SUBHEADING- BACKGROUND

- Where are they from?
- How did they become famous?
- Tell about them before they were famous too

SUBHEADING- EARLY YEARS

- Explain how they first started/got going in their early career

- What got them started on their path? Where they inspired? Did they see someone do something amazing? Did something bad/hard happen that they wanted to change?

SUBHEADING-GREATEST ACHIEVEMENT

- ▶ What are they most known for?

- ▶ How has it affected/changed their life?

- ▶ Why is the achievement so important?

SUBHEADING-OTHER ACHIEVEMENTS

- What other things have they done that stand out?

- Where there any failures?

- What other things have they done?

- What impact has it had on them?

SUBHEADING- FAMILY

- What do you know about their family situation?
- Tell about them and how they keep in contact with them or why they cannot/don't

SUBHEADING- HOBBIES

- What do they do for fun?

- What things are they good at besides what they are famous for?

CONCLUSION

- Restate the main parts of your information report in a different way (don't just copy chunks of your report)
- This paragraph should summarise your report

DECORATION

- Make sure to add images into your report. You can pick images to go with each subheading or do a few at the beginning or the end

- Remember to label your picture with words

- Remember to REVISE and EDIT your writing for spelling, punctuation, makes sense and organising your headings in an order that makes sense

- WE ENCOURAGE YOU TO INCLUDE A BIBLIOGRAPHY